

Missouri Department of Natural  
Resources

Division of State Parks

Land & Water Conservation Fund

# Open Project Selection Process



**MISSOURI**  
DEPARTMENT OF  
NATURAL RESOURCES



## **PROGRAM OVERVIEW**

The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund launched the LWCF State Assistance Program, which provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate nonfederal investments in the protection and maintenance of recreation resources across the United States.

The Department of Interior's National Park Service (NPS) oversees the LWCF State Assistance Program and has delegated administration of the program to each state. In Missouri, the Department of Natural Resources (MoDNR) administers the program. Direct oversight of the program is performed by the Division of State Park's (DSP) Grants Management Section (GMS). Since the advent of the LWCF State Assistance Program in 1965, MoDNR has granted funding to more than 1,700 projects statewide, with at least one LWCF project to be found in every county in the state.

## **USE OF THE ANNUAL APPORTIONMENT**

The LWCF program is funded through revenue from off-shore oil and gas drilling. LWCF monies are apportioned to the states by the Secretary of the Department of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act. This formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution on the basis of population and need. In recent years, Missouri's available apportionment has ranged between \$4.1 and \$5.4 million annually.

The Division makes every effort to fully use each year's apportionment and to avoid leaving a remaining balance of unobligated funds. Should total project expenditures be less than the annual obligated amount, the unexpended balance reverts to a "special reapportionment account" (SRA), which the Division must request from the NPS to be reapportioned back to Missouri. Annual apportionments and SRA funds not allocated each fiscal year may be applied to cost overruns on active projects. Amendments to increase federal assistance without further competition through the Open Project Selection Process may be approved in an amount not to exceed 25% of the original agreement amount and only when the increased costs are associated with project components approved in the original project scope. Requests for increased funding greater than 25% of the original request or resulting from a change in the project scope must undergo competition through the Open Project Selection Process (OPSP) during the following year's grant round.

## OPEN PROJECT SELECTION PROCESS

The National Park Service requires each state to develop an Open Project Selection Process (OPSP) by which LWCF grant project proposals are prioritized and recommended for funding. Missouri's OPSP has been designed to accomplish the following federally-required goals:

- a. Provide for public knowledge of and participation in the formulation and application of the project selection process used to allocate LWCF assistance;
- b. Ensure all potential applicants are aware of the availability of and process for obtaining LWCF assistance, and provide opportunities for all eligible agencies to submit project applications and have them considered on an equitable basis;
- c. Provide a measurable link, through published selection criteria, to the specific outdoor recreation needs and priorities identified in Missouri's Statewide Comprehensive Outdoor Recreation Plan (SCORP);
- d. Ensure a fair and equitable evaluation of all applications for LWCF assistance; and
- e. Assure that distribution of LWCF assistance is accomplished in a non-discriminatory manner, especially with regard to minority, elderly, disabled, and other underserved populations.

### APPLICANT NOTIFICATION

To ensure that all eligible political subdivisions are informed of the availability of federal funding assistance, information is posted on the Division of State Parks' website (<https://mostateparks.com/page/55065/outdoor-recreation-grants>). Information posted includes a description of the LWCF program; eligibility requirements; a web link to the SCORP ([https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors\\_SCORP\\_Final.pdf](https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors_SCORP_Final.pdf)) and the process for submitting a project application, including a copy of the application (Appendix A), and a copy of the LWCF Project Application Guide (Appendix B). Additionally, the Division coordinates with the Missouri Parks and Recreation Association, the Missouri Association of Council of Governments and the University of Missouri-Extension offices to disseminate information to local governments regarding the annual call for projects. A sample notification email is provided in Appendix C. Throughout the year, the Division's Grants Management Section (GMS) staff also man informational booths at various conferences in an effort to promote the funding opportunity.

### PROGRAM ASSISTANCE

In addition to the LWCF Project Application Guide, GMS staff provides technical program assistance to all potential applicants via livestream webinars. The webinars assist with the grant application process by providing instruction and guidance for filling out the application and by describing supporting documentation requirements. Recordings of the webinars are subsequently made available on the division's website at:

<https://mostateparks.com/page/63306/grant-workshops>. Additionally, GMS staff conducts courtesy reviews of draft grant applications and provides feedback to applicants regarding modifications to their applications before final submission. Applicants are also encouraged to submit their application packets prior to the deadline date. This allows GMS staff opportunity to contact the applicant if information is missing from the packet or is inaccurate, and will subsequently allow the applicant time to rectify omissions or inaccuracies. In addition, GMS

staff responds to email and phone enquiries from potential applicants regarding the application process, as well as provides critique and feedback on projects not recommended for funding, for future submissions.

#### **PRIORITY RANKING**

Project applications for LWCF assistance are reviewed by GMS staff to ensure they meet minimum eligibility requirements. Previous history regarding project sponsor compliance with LWCF program requirements is also reviewed and factored into overall project application scores. Additionally, an application scoring matrix (Appendix D) has been developed by GMS staff to assist in the priority ranking process. Scoring criteria places emphasis on:

- the applicant's ability to complete the grant project and maintain the site in perpetuity as required under Section 6(f)(3) of the LWCF Act;
- the site's suitability for protection under Section 6(f)(3) of the LWCF Act;
- how well developed the project proposal is, including acquisition and scope of work;
- how the project will meet unmet recreational needs within the community or area;
- whether the project provides opportunities for underserved populations, such as elderly, minority, low-income, physically challenged or other special populations;
- how the project aligns with a priority listed in Missouri's SCORP, which is the framework for the planning, development, management and protection of Missouri's outdoor recreation resources;
- whether the project demonstrates strong public support and indication of need, solicited through public comment forums;
- the use of partnerships and donations to show project support and offset project costs;
- a detailed and complete project budget;
- what assurances the project sponsor can provide that there is adequate funding and manpower to complete the project within the established timeframe; and
- the applicant's affects on the environment as identified in the Environmental Resources Survey.

#### **PROJECT SELECTION PROCESS**

Once GMS staff reviews project applications for eligibility and previous LWCF history, the approved applications and all supporting documentation are forwarded to the LWCF Internal Advisory Committee. The committee is comprised of Division of State Parks staff with specialized knowledge of outdoor recreation needs in Missouri. The committee members review, score and rank each approved application using the application scoring matrix in Appendix D. A list of recommended projects is compiled and submitted to the State Liaison Officer (SLO) for approval. Then GMS staff then conducts pre-award site inspections of approved proposed projects to ensure field conditions are as described in the applications and risk assessments to evaluate the applicant's ability to successfully complete the project. Department of Natural Resources approved projects are then forwarded to the Midwest Regional Office of the National Park Service for approval and obligation for funding.

#### **OPSP TIMELINE**

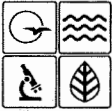
The OPSP will occur annually, beginning with a call for projects that usually occurs in November of each year. The number of ranked projects that will be recommended for funding

is determined by the state's LWCF apportionment for the current fiscal year. On the following page is a typical timeline for the OPSP.

November	The OPSP commences with a call for project proposals. The application and application guide are posted on the website. Notices are distributed in a variety of formats to local political subdivisions. Important upcoming dates are posted on the website, as well as a pre-application checklist for potential applicants to begin compiling required supporting documentation.
December	Application webinars are hosted for project applicants. Draft application are given a courtesy review by GMS staff.
February	Final application submittals are due by mid- to late-February. GMS staff reviews applications for eligibility and previous LWCF compliance history, and submits approved applications to the LWCF Internal Advisory Committee.
April-June	The LWCF Internal Advisory Committee reviews, scores and ranks the approved applications. A draft list of recommended projects is submitted to the SLO for approval. GMS staff conducts risk assessments and pre-award site inspections to confirm field conditions and eligibility.
June	The draft application packets are submitted to the NPS for review. Any edits required by the NPS are made.
July	Final application packets are submitted through the federal Grant Solutions system.
October-January	Once the NPS has approved and obligated the funding, all applicants will be notified of the results of the application review process, and sponsors of approved projects will receive a notice of award and project agreement. Sponsors are then required to attend a mandatory grant administration workshop.

## **APPENDIX A. LWCF PROJECT APPLICATION**





MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS  
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 1 of 15)**

**DIVISION OF STATE PARKS USE ONLY**

PROJECT #

Have you or an immediate family member ever served in the U.S. Armed Forces?

☐ YES ☐ NO

**QUESTIONS 1-8: GENERAL INFORMATION**

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS

ADDRESS

CITY

STATE

ZIP

RECEIVING OFFICIAL NAME AND TITLE

EMAIL ADDRESS

PHONE NUMBER

2. AGENCY UNIQUE IDENTIFIER (DUNS NUMBER)

3. APPLICATION PREPARER

EMAIL ADDRESS

PHONE NUMBER

4. PROJECT CONTACT PERSON

TITLE OF PROJECT CONTACT PERSON

EMAIL ADDRESS

PHONE NUMBER

5. US REPRESENTATIVE

DISTRICT

6. STATE REPRESENTATIVE

DISTRICT

7. STATE SENATOR

DISTRICT

8. REGIONAL PLANNING COUNCIL

**QUESTIONS 9-11: PROJECT SPONSOR'S BACKGROUND & PRIOR PERFORMANCE [10 POINTS]**

9. PROJECT APPLICANT IS: ☐ LOCAL GOVERNMENT ☐ LOCAL PARK AND RECREATION DEPARTMENT ☐ PUBLIC SCHOOL DISTRICT

10. PROJECT SPONSOR'S ORGANIZATION DETAILS:  
HOW LONG HAS THE ORGANIZATION BEEN IN EXISTENCE?  
(indicate number of years; if less than a year, give date organization was established)

WHAT IS THE ORGANIZATION'S ANNUAL OPERATING BUDGET? (Please indicate)

DOES THE ORGANIZATION EMPLOY FULL-TIME STAFF?

☐ NO ☐ YES (if yes, designate how many)

DOES THE ORGANIZATION EMPLOY PART-TIME STAFF?

☐ NO ☐ YES (if yes, designate how many)

DOES THE ORGANIZATION HAVE A BOARD WITH OVERSIGHT RESPONSIBILITIES?

☐ NO ☐ YES (if yes, designate how many members)

DOES THE ORGANIZATION HAVE VOLUNTEERS?

☐ NO ☐ YES (if yes, designate how many)

11. PRIOR PERFORMANCE- HAS THE PROJECT SPONSOR RECEIVED A GRANT FROM THE MISSOURI DEPARTMENT OF NATURAL RESOURCES (DNR) WITHIN THE LAST 10 YEARS?

☐ NO ☐ YES (if yes, designate how many)

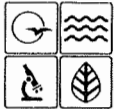
IF YES, DOES THE SPONSOR HAVE A DNR GRANT CURRENTLY OPEN? ☐ NO ☐ YES (if yes, designate how many projects, the grant program, and project number)

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO WITHDRAW A DNR PROJECT AND DE-OBLIGATE FUNDING OR CONVERT LWCF PARK LAND? ☐ NO ☐ YES

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO ASK FOR AN EXTENSION TO COMPLETE THEIR PROJECT?

☐ NO ☐ YES (if yes, indicate how many)

IF PROJECT SPONSOR HAS HAD TO REQUEST AN EXTENSION OR WITHDRAW A PROJECT WITHIN THE PAST 10 YEARS, OR CONVERT LWCF PROPERTY, PLEASE PROVIDE AN EXPLANATION.



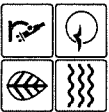
MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 2 of 15)**

**QUESTIONS 12-28: PROJECT LOCATION AND LWCF BOUNDARY INFORMATION [10 POINTS]**

12. PARK OR SITE NAME (if different from project name)			
ADDRESS/LOCATION OF THE PROPOSED PROJECT SITE			
CITY	COUNTY	STATE	ZIP
TOWNSHIP, RANGE, SECTION		LATITUDE	LONGITUDE
13. LEGAL DESCRIPTION OF THE PROPOSED LWCF BOUNDARY (attach additional pages, if needed)			
14. IS THE PROPOSED LWCF BOUNDARY THE SAME AS THE BOUNDARY OF THE PARK/RECREATION AREA AS IT EXISTS IN TOTALITY? <input type="checkbox"/> NO <input type="checkbox"/> YES (if no, please explain any area proposed for exclusion and why, and ensure that it is clearly depicted on the proposed LWCF map)			
15. IS THE PROJECT LOCATION A CURRENT LWCF SITE? <input type="checkbox"/> NO <input type="checkbox"/> YES		IF YES, WHAT IS THE CURRENT 6(F)(3) ACREAGE FOR THE ENTIRE SITE?	
		IF NO, WHAT IS THE TOTAL ACREAGE THAT WILL BE ENCUMBERED UNDER 6(F)(3) IF FUNDING IS AWARDED?	
16. WILL THIS PROPOSAL CREATE A NEW PARK/RECREATION AREA WHERE NONE PREVIOUSLY EXISTED? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, please explain)			
17. IF THIS IS AN EXISTING LWCF SITE, HAS THE PARK NAME CHANGED SINCE THE LAST GRANT? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, please explain)			
18. IS THE PROJECT LOCATED IN A FLOODPLAIN (include a copy of the floodplain map to affirm your answer and include your permit if required)? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, please explain and confirm that you have met applicable federal insurance requirements and include proof of insurance)			
19. IS YOUR SITE CONTIGUOUS WITH OR CONNECTED TO ANY FEDERALLY OWNED RECREATION AREA? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, please explain)			
20. IS YOUR SITE PART OF A LARGER LAND MANAGEMENT AREA, SUCH AS A GREENWAY OR REGIONAL RECREATION AREA? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, please explain)			
21. DESCRIBE THE EXISTING SITE CONDITIONS. PLEASE INCLUDE PHOTOGRAPHS OF THE PROJECT AREA.			





MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS  
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 3 of 15)**

22. EXPLAIN WHY THE SITE IS SUITABLE FOR THE TYPE OF OUTDOOR RECREATION PROPOSAL BEING SUBMITTED.

23. DOES THE SITE INCLUDE ANY ELEMENTS THAT VISUALLY DETRACT FROM THE OUTDOOR RECREATION EXPERIENCE OR THAT REPRESENT A POTENTIAL PUBLIC SAFETY HAZARD?  
☐ NO ☐ YES (if yes, please explain and describe whether this project will help address those concerns)

24. PLEASE PROVIDE THE NAME OF THE PROPERTY OWNER AS STATED ON THE DEED  
(if there are multiple deeds associated with the property, please provide information for each parcel along with a copy of each deed)

25. WHAT IS WILL BE THE APPLICANT'S TYPE OF OWNERSHIP/CONTROL OF THE PROPERTY?

☐ FEE SIMPLE  
☐ LESS THAN FEE SIMPLE (Explain what rights the applicant has and what agency holds the underlying fee simple ownership)

☐ LEASE OF AT LEAST 25 YEARS (include a copy of the lease with the application)  
IF YOU HAVE A LEASE, DOES THE LEASE INCLUDE A PROVISION FOR RECORDING THE RECREATIONAL USE LEASE AMENDMENT? (if no, please explain) ☐ NO ☐ YES

26. PLEASE LIST ALL PRESENT EXISTING AND REASONABLY ANTICIPATED LIENS OR MORTGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.

27. ARE THERE ANY RIGHT-OF-WAY, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY?  
☐ NO ☐ YES (if yes, please explain)

28. HOW DID YOU DETERMINE IF THERE WERE ANY RIGHT-OF-WAY, EASEMENTS, LIENS, MORTGAGES, OR REVERSIONARY INTERESTS?  
☐ I HAD A TITLE SEARCH CONDUCTED WITHIN THE LAST SIX MONTHS, ATTACHED IS A COPY OF THAT SEARCH.  
☐ I CONTACTED THE COUNTY RECORDER OF DEEDS OFFICE TO FIND OUT WHAT WAS RECORDED. INCLUDED IN THIS APPLICATION IS A COPY OF ALL RECORDED ENCUMBRANCES; AND, I CHECKED WITH THE CITY TO FIND OUT IF THERE WERE ANY ENCUMBRANCES IN THEIR RECORDS THAT MAY NOT HAVE BEEN RECORDED (such as utility easements, road right-of-way, or liens).

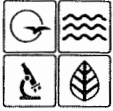
**QUESTIONS 29-33: PROPERTY MANAGEMENT AND STEWARDSHIP [10 POINTS]**

29. WHO WILL MANAGE AND OPERATE THE SITE?

30. IS THIS A MULTI-USE SITE (for example, a school, reservoir, state wild area, etc.)?  
☐ NO ☐ YES (if yes, how often will the public have access to the proposed recreation site; what kinds of restrictions to public outdoor recreation will occur)

31. ARE THERE ANY PRE-EXISTING OR PLANNED INDOOR FACILITIES ON SITE THAT WOULD NOT THEMSELVES BE ELIGIBLE FOR LWCF GRANT FUND?  
☐ NO ☐ YES (if yes, describe and explain how/ if the structure(s) support public outdoor recreation)

32. ARE THERE ANY PRE-EXISTING OR PLANNED RESOURCE MANAGEMENT PRACTICES (I.E. TIMBER MANAGEMENT, GRAZING, ETC.)?  
☐ NO ☐ YES (if yes, describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation)



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 4 of 15)**

33. ARE THERE ANY PRE-EXISTING OR PLANNED USES ON SITE THAT ARE INCOMPATIBLE WITH LWCF REQUIREMENTS THAT SHOULD BE EXCLUDED FROM THE LWCF BOUNDARY?  
☐ NO ☐ YES (if yes, describe the nature of the use and ensure it is clearly depicted on the proposed LWCF boundary map; clarify whether the future intent is for the area to become subject to LWCF once the use is terminated, or if the intent is for the use to continue within the park in perpetuity)

34. PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED AND MAINTAINED IN PERPETUITY.

**QUESTIONS 35-53: ACQUISITION OF REAL PROPERTY [QUESTIONS 35-59 ARE WORTH 20 POINTS]**

35. WILL REAL PROPERTY BE ACQUIRED AS PART OF THIS PROJECT (including purchase or donation)?

☐ NO ☐ YES (If no, skip to question 54)

36. WHY IS THIS ACQUISITION (whether attained via purchase or donation) NEEDED?

37. DESCRIBE THE EXISTING RESOURCES AND FEATURES OF THE SITE THAT MAKE IT DESIRABLE FOR PUBLIC OUTDOOR RECREATION.

38. EXPLAIN HOW YOU ENVISION THIS ACQUISITION CONTRIBUTING TO OUTDOOR RECREATION IN THE LONG TERM.

39. PARCEL NAME

40. PARCEL SIZE

41. PARCEL VALUE

42. ANTICIPATED ACQUISITION DATE

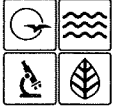
43. ☐ A STATE-CERTIFIED REVIEW APPRAISER HAS REVIEWED THE APPRAISAL AND HAS DETERMINED THAT IT WAS PREPARED IN CONFORMITY WITH THE UNIFORM APPRAISAL STANDARDS FOR FEDERAL LAND ACQUISITIONS.

☐ A QUALIFIED PROFESSIONAL HAS PREPARED A WAIVER VALUATION FOR THIS PROPERTY IN CONFORMITY WITH 49 CFR 24.102(C)(D)(II).

44. FROM WHOM IS THE PROPERTY BEING PURCHASED?

45. ARE ANY BUILDINGS OR STRUCTURES BEING PURCHASED ALONG WITH THE PROPERTY?

☐ NO ☐ YES (if yes, please describe what is planned for these structures and whether the grant funded project includes the value of these structures)



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 5 of 15)**

46. HOW WILL THE SITE BE MADE OPEN AND ACCESSIBLE FOR PUBLIC OUTDOOR RECREATION USE (signage, entries, parking, site improvements, allowable activities, etc.)?

47. WHEN WILL ACCESS TO THE SITE FOR PUBLIC OUTDOOR RECREATION BECOME AVAILABLE?

48. DESCRIBE DEVELOPMENT PLANNED FOR THE SITE(S) FOR THE THREE (3) YEARS FOLLOWING ACQUISITION. AS THIS WILL IMPACT THE NATIONAL HISTORIC PRESERVATION ACT AND NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE, FOCUS ON WHAT YOU REASONABLY EXPECT TO ACCOMPLISH.

49. IF DEVELOPMENT WILL BE DELAYED BY MORE THAN THREE YEARS FROM GRANT CLOSE, EXPLAIN WHY THIS ACQUISITION IS STILL A PRIORITY FOR GRANT FUNDING AT THIS TIME AND WHAT ABILITY THE PUBLIC WILL HAVE TO USE THIS SITE IN THE INTERIM.

50. IS THIS ACQUISITION AN ADDITION TO AN EXISTING PARK OR OTHER RECREATION AREA?  
☐ NO ☐ YES (if yes, how will it support and enhance that existing park)

51. IS THE PROPERTY BEING ACQUIRED UNDER THREAT OF CONDEMNATION?  
☐ NO ☐ YES (if yes, please explain)

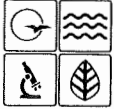
52. WAS THE PROPERTY LISTED FOR PUBLIC SALE?  
☐ NO ☐ YES (if yes, please explain how the property owner was made aware of the grant sponsor's interest in the property)

53. DOES THIS PROJECT INVOLVE DONATED PROPERTY?  
☐ NO ☐ YES (if yes, include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose/ is choosing to donate the property instead; if the donation is subject to a waiver of retroactivity, the evidence must pre-date the donation; please explain)

**QUESTIONS 54-59: PROJECT DEVELOPMENT AND SCOPE OF WORK [QUESTIONS 35-59 ARE WORTH 20 POINTS]**

54. WHAT IS THE NAME OF THIS PROJECT?

55. WHAT NEW FACILITIES WILL BE CONSTRUCTED AS PART OF THE PROJECT?



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

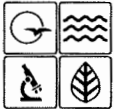
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 6 of 15)**

56. WHAT EXISTING FACILITIES WILL BE RENOVATED OR REPLACED (specify which) AS PART OF THE PROJECT? PLEASE INDICATE WHEN THE PROJECT WAS INITIALLY CONSTRUCTED AND WHEN IT WAS LAST RENOVATED. IF THE PROJECT WAS CONSTRUCTED OR RENOVATED USING LWCF FUNDS, PLEASE INDICATE YEAR(S) AND PROJECT NUMBER(S).

57. WHAT GENERAL SITE IMPROVEMENTS (i.e. demolition, site preparation, landscaping, utilities, habitat improvements, etc.) WILL BE COMPLETED AS PART OF THIS PROJECT?

59. WHAT IS THE ANTICIPATED LIFE SPAN OF THE FACILITIES THAT WILL BE FUNDED AS PART OF THIS PROJECT?

59. PROVIDE A DETAILED PROJECT NARRATIVE (this is your opportunity to provide a clear, detailed description of your project as a whole, including information about what is being constructed, renovated and/or acquired, how will the work be completed, as well as anticipated time frame of project from start to finish).



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS  
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 7 of 15)**

**QUESTIONS 60-61: PROJECT NEED [UP TO 5 POINTS]**

60. PLEASE DESCRIBE BOTH THE SHORT AND LONG-TERM OUTDOOR RECREATION BENEFITS OF THIS PROJECT (include how the project is beneficial and who it benefits).

61. PLEASE INDICATE THE SERVICE AREA THIS PROJECT WILL ENCOMPASS. (select one)

☐ A SINGLE NEIGHBORHOOD

☐ AN ENTIRE COMMUNITY OR MUNICIPALITY

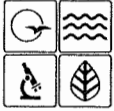
☐ MULTIPLE NEIGHBORHOODS

☐ MULTIPLE COMMUNITIES OR A REGION

IF THE PROJECT WILL SERVE MULTIPLE NEIGHBORHOODS OR COMMUNITIES, PLEASE DESCRIBE HOW.

**QUESTIONS 62-66: PROJECT PLANNING [UP TO 10 POINTS]**

62. PLEASE DESCRIBE HOW THE PROJECT ALIGNS WITH A SCORP PRIORITY



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 8 of 15)**

63. IS THE PROJECT IDENTIFIED IN A LOCAL, SCHOOL, REGIONAL, COUNTY AND/OR PARKS COMPREHENSIVE PLAN, MASTER PLAN OR SPECIAL STUDY? IF SO, PLEASE INDICATE PLAN TITLE, YEAR IT WAS APPROVED AND A BRIEF DESCRIPTION OF THE PROJECT'S MENTION. DOCUMENTATION REQUIRED.

EXPLAIN HOW THIS PROJECT FITS AS PART OF ANY OTHER PROJECTS PLANNED FOR THE SAME SITE IN THE NEXT THREE YEARS

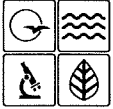
64. DESCRIBE THE PROCESS THAT LED TO THE DEVELOPMENT OF THIS PROPOSAL AND HOW THE PUBLIC WAS INVOLVED. DID YOU CONSULT WITH THE PUBLIC IN THE DEVELOPMENT OF THIS PROJECT?

☐ NO

☐ YES (If yes, describe what methodology was used and provide the documentation outlined in the Supporting Documentation Checklist)

SUMMARIZE THE FEEDBACK RECEIVED FROM THE PUBLIC AND HOW IT WAS DETERMINED THAT CONSTITUENTS WANT AND WILL USE THE PROJECT

65. WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE FOR FUTURE GENERATIONS?



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS  
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 9 of 15)**

66. HOW ARE ACCESS REQUIREMENTS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) AND ARCHITECTURAL BARRIERS ACT (ABA) BEING ADDRESSED IN THIS PROJECT? DOES THE PROJECT EXCEED THE MINIMUM ADA REQUIREMENTS? IF SO, PLEASE EXPLAIN HOW.

**QUESTIONS 67: PARTNERSHIPS [UP TO 2 POINTS]**

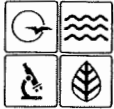
67. LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS. [up to 2 points]  
(a letter of intent to donate from each donor must accompany the application packet; see Supporting Documentation Checklist in the application guide)

PARTNERS/DONORS	CONTRIBUTION
A.	A.
B.	B.
C.	C.
D.	D.
E.	E.
F.	F.
G.	G.
H.	H.
I.	I.
J.	J.

**QUESTIONS 68-75: PROJECT BUDGET AND BUDGET DETAILS [UP TO 23 POINTS]**

68. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN TWO YEARS?





MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 10 of 15)**

69. HOW WAS THE COST ESTIMATE DERIVED?

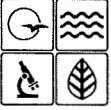
70. WHAT ASSURANCES ARE THERE THAT THE COSTS LISTED ARE REASONABLE?

71. DESCRIBE ANY PROJECT ELEMENTS OR COSTS THAT WILL IMPROVE SITE RESILIENCY AND FACILITY LONGEVITY, IF ANY.

72. FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR (use whole dollar amounts only; the minimum grant request is \$25,000 and the maximum grant request is \$500,000; the minimum match percentage is 50%).

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		PROJECT SPONSOR	DONATION (by 3rd party)	
1. Planning/Engineering/Environmental Review (≤ 10% of total project cost)	\$	\$	\$	\$ 0
2. Land/Easement Acquisition	\$	\$	\$	\$ 0
3. Site Work	\$	\$	\$	\$ 0
4. Demolition and Removal	\$	\$	\$	\$ 0
5. Construction	\$	\$	\$	\$ 0
6. Equipment Use	\$	\$	\$	\$ 0
7. Signage	\$	\$	\$	\$ 0
8. Other (Please specify) _____	\$	\$	\$	\$ 0
9. Other (Please specify) _____	\$	\$	\$	\$ 0
10. Other (Please specify) _____	\$	\$	\$	\$ 0
TOTALS	\$ 0 (Not to exceed \$500,000)	\$ 0	\$ 0	\$ 0
MATCHING FUNDS TOTALS		\$ 0		PERCENT OF MATCHING FUNDS 0.00%

73. WHAT PERCENTAGE OF THE SPONSOR'S MATCH IS SECURED (i.e., Cash-in-hand through donations already received, or funds deposited in an account; in-kind contributions such as force account labor and/or in-house equipment usage; etc.)? AT LEAST 75 PERCENT MUST ALREADY BE SECURED TO APPLY. PLEASE INDICATE IF THERE ARE FUNDS YET TO BE RAISED AND HOW MUCH, AND DESCRIBE THE PLAN FOR FUNDRAISING. EXPLAIN ANY ALTERNATE PLANS FOR PROVIDING THE REQUIRED MATCH IF FUNDRAISING EFFORTS ARE UNSUCCESSFUL.



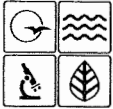
MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS  
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 11 of 15)**

74. ARE ANY ELIGIBLE PRE-AWARD COSTS INCLUDED AS PART OF THE GRANT REQUEST?

☐ NO ☐ YES

If yes, indicate the date from when those costs started being incurred, the funding category/categories, the total amount of pre-award costs anticipated to be incurred before the grant start date, and whether they are included for match purposes or for reimbursement (Note: these should also be presented in the budget narrative in question 82).

75. BUDGET NARRATIVE: PROVIDE A DETAILED ITEMIZATION OF EACH COST CATEGORY FROM THE BUDGET TABLE.



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 12 of 15)**

**QUESTION 76-85: ENVIRONMENTAL RESOURCES SURVEY [UP TO 10 POINTS]**

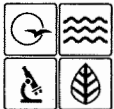
THE TABLES BELOW SERVES AS A RECORD OF THE ENVIRONMENTAL RESOURCES PRESENT AT THE SITE, WHETHER THE PROPOSED ACTION IS LIKELY TO HAVE A SIGNIFICANTLY NEGATIVE IMPACT ON THOSE RESOURCES, AND WHETHER FURTHER INFORMATION IS NEEDED TO DETERMINE THE POTENTIAL IMPACT. REVIEW THE LISTED RESOURCES AND IDENTIFY ANY RESOURCES THAT MAY BE SIGNIFICANTLY IMPACTED BY THE ACTION. THE ENVIRONMENTAL RESOURCES SURVEY SHOULD BE COMPLETED WITH PROFESSIONAL INPUT FROM RESOURCE EXPERTS AND IN CONSULTATION WITH RELEVANT LOCAL, STATE, TRIBAL, AND FEDERAL GOVERNMENTS, AS APPROPRIATE.

76. TABLE 1- FOR EACH RESOURCE INDICATE IF POSITIVE IMPACTS OR NEGATIVE IMPACTS ARE ANTICIPATED TO RESULT FROM THE ACTION OR IF FURTHER INFORMATION IS NEEDED TO DETERMINE THE POTENTIAL IMPACT.

- + Indicates positive impacts are anticipated to result from the action
- Indicates negative impacts are anticipated to result from the action
- ? Indicates further information is needed to determine the potential impact

**SITE NAME:**

	HOW WILL THE PROJECT AFFECT THE FOLLOWING RESOURCES?	+	-	?
1.	AIR QUALITY			
2.	CIRCULATION AND TRANSPORTATION			
3.	CLIMATE			
4.	CONTAMINATION OR HAZARDOUS MATERIALS EVEN IF REMEDIATED (include Hazardous Waste Map)			
5.	ENDANGERED SPECIES: (listed or proposed threatened or endangered species) INCLUDING ASSOCIATED HABITAT (include IPaC & MO Heritage Reports)			
6.	ENVIRONMENTAL JUSTICE: MINORITY AND LOW-INCOME POPULATIONS (include census information)			
7.	GEOLOGICAL RESOURCES: SOILS, BEDROCK, SLOPES, STREAMBEDS, LANDFORMS, ETC.			
8.	HISTORIC OR CULTURAL RESOURCES (include application to SHPO and Letter)			
9.	INVASIVE SPECIES			
10.	LAND USE PLANS OR POLICIES FROM OTHER AGENCIES			
11.	LIGHTSCAPES, ESPECIALLY NIGHT SKY			
12.	MIGRATORY BIRDS			
13.	RECREATION RESOURCES			
14.	SOCIOECONOMICS: CHANGES TO TAX BASE OR COMPETITION WITH PRIVATE SECTOR			
15.	SOUND (NOISE IMPACTS)			
16.	UNIQUE ECOSYSTEMS, SUCH AS BIOSPHERE RESERVES, WORLD HERITAGE SITES, OLD GROWTH FORESTS, ETC.			
17.	WATER QUALITY AND/OR QUANTITY			
18.	WATER: COASTAL BARRIER RESOURCES OR COASTAL ZONES			
19.	WATER: MARINE AND/OR ESTUARINE			
20.	WATER: STREAM FLOW CHARACTERISTICS			
21.	WATER: WETLANDS AND FLOODPLAIN (include Wetland, Farmland and Floodplain Map)			
22.	OTHER IMPORTANT RESOURCES, EXPLAIN			



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS  
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 13 of 15)**

77. TABLE 2- THIS IS A LIST OF MANDATORY IMPACT CRITERIA THAT PRECLUDES THE USE OF A CATEGORICAL EXCLUSION. IF YOU ANSWER "YES" OR "?" TO ANY OF THE MANDATORY CRITERIA, YOU MUST DEVELOP AN ENVIRONMENTAL ASSESSMENT OR ENVIRONMENTAL IMPACT STATEMENT REGARDLESS OF YOUR ANSWERS TO TABLE 1.

**SITE NAME:**

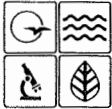
	WILL YOUR PROPOSAL	YES	NO	?
1.	HAVE SIGNIFICANT NEGATIVE IMPACTS ON PUBLIC HEALTH OR SAFETY?			
2.	HAVE SIGNIFICANT NEGATIVE IMPACTS ON UNIQUE NATURAL RESOURCES OR GEOGRAPHIC CHARACTERISTICS SUCH AS HISTORIC OR CULTURAL RESOURCES SUCH AS HISTORIC OR CULTURAL RESOURCES; PARK, RECREATION, OR REFUGE LANDS; WILDERNESS AREAS; WILD OR SCENIC RIVERS; NATIONAL NATURAL LANDMARKS; SOLE OR PRINCIPAL DRINKING WATER AQUIFERS; PRIME FARMLANDS; WETLANDS; FLOODPLAINS; NATIONAL MONUMENTS; MIGRATORY BIRDS; AND OTHER ECOLOGICALLY SIGNIFICANT OR CRITICAL AREAS?			
3.	HAVE HIGHLY CONTROVERSIAL ENVIRONMENTAL EFFECTS OR INVOLVE UNRESOLVED CONFLICTS CONCERNING ALTERNATIVE USES OF AVAILABLE RESOURCES?			
4.	HAVE HIGHLY UNCERTAIN AND POTENTIALLY SIGNIFICANT ENVIRONMENTAL EFFECTS OR INVOLVE UNIQUE OR UNKNOWN ENVIRONMENTAL RISKS?			
5.	ESTABLISH A PRECEDENT FOR FUTURE ACTION OR REPRESENT A DECISION IN PRINCIPLE ABOUT FUTURE ACTIONS WITH POTENTIALLY SIGNIFICANT ENVIRONMENTAL EFFECTS?			
6.	HAVE A DIRECT RELATIONSHIP TO OTHER ACTIONS WITH INDIVIDUALLY INSIGNIFICANT BUT CUMULATIVELY SIGNIFICANT ENVIRONMENTAL EFFECTS?			
7.	HAVE SIGNIFICANT ADVERSE EFFECTS ON PROPERTIES LISTED OR ELIGIBLE FOR LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES AS DETERMINED BY NPS?			
8.	HAVE SIGNIFICANT NEGATIVE IMPACTS TO SPECIES LISTED, OR PROPOSED TO BE LISTED, ON THE LIST OF ENDANGERED OR THREATENED SPECIES OR HAVE SIGNIFICANT IMPACTS ON DESIGNATED CRITICAL HABITAT FOR THESE SPECIES?			
9.	VIOLATE A FEDERAL, STATE, LOCAL, OR TRIBAL LAW OR REQUIREMENT IMPOSED FOR THE PROTECTION OF THE ENVIRONMENT?			
10.	HAVE A DISPROPORTIONATELY HIGH AND ADVERSE EFFECT ON LOW INCOME OR MINORITY POPULATIONS (EO 12898)?			
11.	LIMIT ACCESS TO AND CEREMONIAL USE OF INDIAN SACRED SITES ON FEDERAL LANDS BY INDIAN RELIGIOUS PRACTITIONERS OR SIGNIFICANTLY ADVERSELY AFFECT THE PHYSICAL INTEGRITY OF SUCH SACRED SITES?			
12.	CONTRIBUTE TO THE INTRODUCTION, CONTINUED EXISTENCE, OR SPREAD OF NOXIOUS WEEDS OR NONNATIVE INVASIVE SPECIES KNOWN TO OCCUR IN THE AREA OR ACTIONS THAT MAY PROMOTE THE INTRODUCTION, GROWTH, OR EXPANSION OF THE RANGE OF SUCH SPECIES?			

78. HAVE THERE BEEN ANY PREVIOUS NEPA DOCUMENTS THAT ARE RELEVANT TO THIS PROJECT OR THIS SPECIFIC SITE?

☐ NO ☐ YES (if yes, attach and summarize findings and include page number references below)

79. EXPLAIN ANY NEGATIVE OR UNKNOWN IMPACTS IDENTIFIED IN TABLE 1 OF THE ENVIRONMENTAL RESOURCES SURVEY, OR ANY BOXES MARKED "YES" IN TABLE 2.

80. HOW WAS THE INFORMATION IDENTIFIED IN THE TABLES DERIVED AND WHAT SOURCES OF DATA WERE USED TO JUSTIFY THE IMPACT SELECTION?



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS

**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 14 of 15)**

81. WHO CONTRIBUTED TO FILLING OUT THE ENVIRONMENTAL RESOURCE SURVEY (include name, title, agency) AND WHAT QUALIFICATIONS DO THEY HAVE THAT PROVIDE THE NECESSARY RESOURCE EXPERTISE TO DETERMINE IMPACT SIGNIFICANCE?

82. LIST ALL REQUIRED FEDERAL, STATE, AND LOCAL PERMITS/APPROVALS NEEDED FOR THE PROPOSAL AND EXPLAIN THEIR PURPOSE AND STATUS.

83. SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT REQUIRES CONSULTATION WITH THE MISSOURI STATE HISTORIC PRESERVATION OFFICE (SHPO). ARE HISTORIC PROPERTIES PRESENT IN THE PROJECT AREA AS DETERMINED THROUGH SHPO CONSULTATION?

☐ NO ☐ YES

ATTACH COPIES OF ALL CORRESPONDENCE WITH THE SHPO AND IN THE SPACE BELOW INDICATE IF HISTORIC PROPERTIES ARE PRESENT AND EXPLAIN HOW YOU PLAN TO AVOID, MINIMIZE, OR MITIGATE ANY ADVERSE EFFECTS IDENTIFIED IN YOUR CONSULTATION WITH THE SHPO.

84. HAVE THERE BEEN ANY PREVIOUS CULTURAL AND/OR HISTORIC RESOURCE SURVEYS COMPLETED THAT INCLUDED THIS SITE WITHIN THE AREA OF POTENTIAL EFFECTS?

☐ NO - DESCRIBE ANY CONSTRUCTION PLANNED AS A RESULT OF THIS PROJECT THAT WILL EXTEND BEYOND THE PRE-EXISTING DISTURBANCE AREA (including surface area depth).

☐ YES - ATTACH SURVEY AND SUMMARIZE FINDINGS AND INCLUDE PAGE NUMBER REFERENCES BELOW.

85. THE ENDANGERED SPECIES ACT REQUIRES PROJECT SPONSORS TO CONSIDER HOW THEIR PROJECT COULD ADVERSELY IMPACT THREATENED AND ENDANGERED SPECIES. FOR YOUR PROJECT, PLEASE INDICATE IF THERE IS "NO EFFECT," "NOT LIKELY TO ADVERSELY EFFECT" OR "MAY AFFECT, LIKELY TO ADVERSELY AFFECT" AND LIST ANY COMMITMENTS YOU ARE MAKING TO ENSURE THIS EFFECT DETERMINATION. INCLUDE A COPY OF THE IPAC REPORT AND NATURAL HERITAGE REVIEW WITH YOUR APPLICATION.

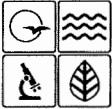
**DIVISION OF STATE PARK USE ONLY**

ATTACH DOCUMENTATION OF NPS CONCURRENCE WITH THE RECOMMENDED NEPA PATHWAY

☐ THIS PROPOSAL QUALIFIES FOR A CATEGORICAL EXCLUSION (CE). LIST:

☐ THIS PROPOSAL REQUIRES AN ENVIRONMENTAL ASSESSMENT (EA), WHICH IS ATTACHED AND HAS BEEN PRODUCED IN ACCORDANCE WITH THE LWCF MANUAL.

☐ THIS PROPOSAL MAY REQUIRE AN ENVIRONMENTAL IMPACT STATEMENT (EIS).



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF STATE PARKS  
**LAND AND WATER CONSERVATION FUND CFDA 15.916**  
**PROJECT APPLICATION (PAGE 15 of 15)**

**SUPPORTING DOCUMENTATION CHECKLIST**

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE (for information specific to each item, refer to the LWCF Application Guide).

<input type="checkbox"/> LWCF BOUNDARY MAP	<input type="checkbox"/> LETTER OF INTENT TO LEASE/SELL/DONATE REAL PROPERTY
<input type="checkbox"/> RESOLUTION FROM GOVERNING BODY	<input type="checkbox"/> SCHOOL/COMMUNITY AGREEMENT (If applicable)
<input type="checkbox"/> FINANCIAL ASSURANCE LETTER	<input type="checkbox"/> DOCUMENTATION OF UNDERSERVED POPULATIONS
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT
<input type="checkbox"/> PROOF OF LAND OWNERSHIP OR LEASEHOLDER/EASEMENT RIGHTS AND LEGAL DESCRIPTION	<input type="checkbox"/> COPY OF RELEVANT PORTION OF COMPREHENSIVE OR MASTER PLAN
<input type="checkbox"/> E-VERIFY (both state and federal)	<input type="checkbox"/> SHPO CORRESPONDENCE AND CULTURAL RESOURCE SURVEYS
<input type="checkbox"/> IPAC AND MISSOURI HERITAGE REPORTS	<input type="checkbox"/> FLOODPLAIN MAP (REQUIRED) & PROOF OF FLOOD INSURANCE (if applicable)
<input type="checkbox"/> PHOTOGRAPHS OF THE PROJECT AREA	<input type="checkbox"/> APPRAISALS, REVIEW APPRAISALS, AND/OR WAIVER VALUATION (if applicable)
<input type="checkbox"/> ENVIRONMENTAL REVIEW MAPS (Wetland, Hazardous Waste, and Prime Farmland)	

**CERTIFICATION OF RESPONSIBLE PERSON**

A RESPONSIBLE OFFICIAL FROM THE SPONSORING AGENCY MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding."

SIGNATURE	TITLE
PRINTED NAME	DATE

**MAIL COMPLETED APPLICATION**

Submit two (2) copies of the application and supporting documentation to the Grants Management Section (address below):

Missouri Department of Natural Resources  
Division of State Parks  
Grants Management Section  
Attn: LWCF/RTP Planner  
PO Box 176  
1659 E. Elm St.  
Jefferson City, MO 65102-0176

Application packets must be postmarked on or before **February 16, 2022**. For questions about an application packet or the process, call (573) 751-8661 or (573) 751-0848 or email [mispgrants@dnr.mo.gov](mailto:mispgrants@dnr.mo.gov).

## **APPENDIX B. LWCF GRANT APPLICATION GUIDE**



# 2022 Land & Water Conservation Fund Grant Application Guide



Grants Management Section  
PO Box 176  
1659 E. Elm St  
Jefferson City, MO 65102-0176  
573-751-8661

[mspgrants@dnr.mo.gov](mailto:mspgrants@dnr.mo.gov)



**MISSOURI DEPARTMENT OF NATURAL RESOURCES**  
DIVISION OF STATE PARKS

## SECTION I. LAND & WATER CONSERVATION FUND OVERVIEW

---

### A) What is the Land & Water Conservation Fund (LWCF)?

The Land & Water Conservation Fund (LWCF) was established by the LWCF Act in 1965. The fund provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

The Department of Interior's National Park Service (NPS) oversees the LWCF program and has delegated administration of the program to each state. In Missouri, the Department of Natural Resources (MoDNR) administers the program. Direct oversight of the program is performed by the Division of State Parks' (DSP) Grants Management Section (GMS). Projects that are recommended for funding by GMS are those that demonstrate an ability to meet the needs outlined in the 2018-2022 Statewide Comprehensive Outdoor Recreation Plan (SCORP), which is available at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. The SCORP serves as a framework for the planning, development, management and protection of Missouri's outdoor recreation resources.

### B) How much money is available in the LWCF?

The LWCF program is funded through revenue from offshore oil and gas drilling. LWCF monies are apportioned to the states by the Secretary of the Department of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act. This formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution based on population and need. Missouri's available apportionment is typically between \$4.1 million and \$5.4 million each year. The maximum amount that can be requested and awarded per project is **\$500,000** and the minimum is **\$25,000**.

### C) Who can sponsor a LWCF project?

LWCF grants are available to political subdivisions of the state and other appropriate public agencies, such as counties, municipal governments, local park and recreation departments, and public school districts. All eligible project sponsors, including those that have other than public outdoor recreation purposes, must be able to commit their resources to the perpetual stewardship of the LWCF-assisted public outdoor recreation area pursuant to Section 6(f)(3) of the LWCF Act (see paragraph J below).

### D) How does project funding work?

The LWCF is a 50-50 matching grant program, which means the project sponsor must share at least 50% of the project cost. The sponsor's match can include in-kind contributions and donations. Additionally, LWCF grants are reimbursement grants, which means the grants provide reimbursements to project sponsors after expenses have been incurred.

### E) What projects are eligible for LWCF funding?

All LWCF-assisted projects must be maintained in a state of outdoor recreation and open to the public in perpetuity. No grant funding will be awarded to projects which, in whole or in part, will not be open to the public. Eligible LWCF projects include the following broad categories.

- Acquisition of land for outdoor recreation. These include the acquisition of land and waters or partial rights to them. Proposed acquisitions of interests in lands and waters of less than fee simple title, including leasehold interests, are not eligible unless such lesser rights (e.g., permanent recreation use easements or similar devices) will ensure access to the public in perpetuity.
- Development/construction of new outdoor recreational amenities and support facilities needed by the public for recreational use of an area.
- A combination of both acquisition of land and development/construction of new outdoor facilities.
- Rehabilitation, restoration, and/or repair of existing recreational amenities and support facilities. Rehabilitation means extensive repair needed to bring a facility up to standards suitable for public use, but does not mean routine maintenance.

Below is a list of eligible project types. For a list of eligible project costs, see pages 27-28.

- Sports and playfields, courts and other outdoor spaces used in competitive and individual sports. This includes fields for baseball, softball, soccer and football, tennis courts, playgrounds and tot lots, golf courses, rifle/pistol ranges, trap/skeet fields, archery ranges, rodeo arenas, inline hockey rinks, skate parks, running tracks, and other similar facilities.
- Picnic facilities, such as picnic tables, fireplaces, shelters, and other facilities related to family or group picnic sites.
- Trails and trail amenities, such as overlooks, turnouts and trails for nature walks, hiking, bicycling, horseback riding, exercising, motorized vehicles and other trail activities.

- Swimming facilities, including swimming beaches, outdoor pools, wave-making pools, wading pools, spray pools, lifeguard towers, bathhouses and other similar facilities.
- Boating facilities. LWCF assistance may be available for most facilities related to motor boating, sailing, canoeing, kayaking, sculling and other boating activities. These facilities include, but are not limited to, docks, berths, floating berths secured by buoys or similar services, launching ramps, breakwaters, mechanical launching devices, boat lifts, boat storage, sewage pump-out facilities, fuel depots, water and sewer hookups, restrooms, showers, electricity and parking areas. Marinas are also eligible for assistance and are subject to the following provisions regardless of when LWCF assistance was provided:
  - An equitable method of allocating berth space must be used in all marinas. Berth lease terms are not transferable to any other party. Berth space for transient boaters must be provided.
  - Commercial charter fishing or sightseeing boats are permissible marina leaseholders due to their potential for expanding public waterfront access. However, these users should not occupy a significant number of marina berths, so project sponsors should establish reasonable limits on the number of berth spaces provided for such users.
  - Marinas located in urban areas must include specific design provisions for non-boater public access, such as walkways, observation points, fishing piers and/or related facilities. Limited access to the actual marina berths may be retained.
- Fishing/hunting facilities, such as fishing piers, access trails and access points, initial clearing and planting of food and cover, stream improvements, wildlife management areas, fish hatcheries and other facilities necessary for public fishing or hunting. Fish hatcheries are eligible only if they will be open to the public for general compatible outdoor recreation, and priority will be given to hatcheries that provide urban fishing opportunities.
- Winter sports facilities, such as ski trails; jumps; lifts; slopes; and snowmaking equipment used in downhill skiing, cross country skiing, tobogganing, sledding, snowmobiling, and other winter sports. Outdoor ice-skating and ice hockey rinks are also eligible.
- Camping facilities, including picnic tables, fireplaces, restrooms, information stations, snack bars, utility outlets and other facilities needed for camping by tent, trailer or camper. Cabins or group camps of simple basic design and accessible to the general public in an equitable manner are eligible.
- Exhibit facilities, such as outdoor exhibit or interpretive facilities that provide opportunities for the observation or interpretation of natural resources located on the recreation site or in its immediate surrounding areas. This includes small demonstration farms, arboretums, outdoor aquariums, outdoor nature exhibits, nature interpretive centers and other similar facilities.
- Spectator facilities, including amphitheaters, bandstands and modest seating areas related to playfields and other eligible facilities provided the facility is not designed primarily for professional or semiprofessional arts or athletics, or intercollegiate or interscholastic sports. Seating provisions to accommodate persons with disabilities must be provided.
- Community gardens, which includes land preparation, perimeter fencing, storage bins and sheds, irrigation systems, benches, walkways, parking areas and restrooms. In such a project, community gardening must be clearly identified in the SCORP as a needed outdoor recreation activity and must be accessible to the general public in an equitable manner.
- Outdoor display facilities at zoological parks provided they portray a natural environmental setting serving the animal's physical, social, psychological and environmental needs, and is compatible with the activities of the recreationist. Basic winter/adverse weather housing quarters that are separate and distinct from enclosed viewing display areas, and used in direct support of outdoor displays may also receive assistance. Support facilities to serve the needs of the recreationist, such as walkways, landscaping, comfort facilities, parking, etc., are also eligible.
- The beautification of an outdoor recreation area, provided it is not part of a regular maintenance program and the site's condition is not due to inadequate maintenance. Beautification includes landscaping to provide a more attractive environment; the clearing or restoration of areas that have been damaged by natural disasters; the screening, removal, relocation or burial of overhead power lines; and the dredging and restoration of publicly owned recreation lakes or boat basins and measures necessary to mitigate negative environmental impacts.
- Support facilities needed by the public for outdoor recreation use of an area, such as roads, parking areas, utilities, sanitation systems, restroom buildings, simple cabins or trail hostels, warming huts, shelters, visitor information centers, kiosks, interpretive centers, bathhouses, permanent spectator seating, walkways, pavilions, snack bar stands, and equipment rental spaces. When appropriate, support facilities may be sheltered from the elements by providing a simple roof or cover. Development projects in new or previously undeveloped recreation areas may not consist solely of support facilities, unless they are required for proper and safe use of an existing viable outdoor recreation area that does not require additional outdoor recreation facilities (such as construction of restrooms at a public nature study area), or unless necessary outdoor recreation facilities are being developed concurrently with the LWCF-assisted support facilities, or unless necessary outdoor recreation facilities will be developed within a reasonable period of time. In the latter two cases, the project agreement will include a provision that the assisted outdoor recreation facilities must be completed within a certain time frame agreeable to the NPS, and if they are not, the grant funds for the support facilities will be refunded.

- Facilities that support the operation and maintenance of the recreation resource on which they are located, such as maintenance buildings, storage areas, administrative offices, dams, erosion control works, fences, sprinkler systems and directional signs. Support facilities (i.e., roads and sewers) that serve both eligible and ineligible facilities (such as indoor facilities), are eligible for assistance on a pro rata basis for that portion of the support facility that will serve the eligible facilities.
- Roads constructed outside the boundaries of the recreation area or park, only if they are access roads to a designated park and recreation area and not part of a state, county or local road system extending beyond or through the boundaries of the area. The access corridor must be owned or adequately controlled by the agency sponsoring or administering the park or recreation area and included within the project's 6(f)(3) boundary. The principal objective must be to serve the park and visitors. Any use or service to private parties must clearly be incidental to the primary use of the access road for recreation purposes.
- Equipment required to make a recreation facility initially operational, and certain supplies and materials specifically required under State Health Department regulations.
- Energy conservation elements of an eligible outdoor recreation facility and its support facilities, including solar energy systems, earth berms, window shading devices, energy lock doors, sodium vapor lights, insulation and other energy efficient design methods and materials. In addition, power systems that minimize or eliminate a facility's use of petroleum and natural gas are eligible including windmills, on-site waterpower systems, bioconversion systems, and facilities required for the conversion of existing power systems to coal, wood, or other energy efficient fuels.
- Outdoor recreation and support facilities that are located on historic sites or in conjunction with historic structures. This includes picnic areas, walkways and trails on a historic property as well as visitor centers oriented to the outdoor facilities and environment.
- Public outdoor recreation areas and facilities that are located on public school grounds, including colleges and universities, but are for the coordinated use by the general public and by the schools and are not part of the normal and usual program and responsibility of the educational institution.
- Public outdoor recreation and support facilities that are located in primary or potential tourist market areas, provided their primary purpose is for public outdoor recreation as opposed to entertainment or economic development, and provided they do not create unfair competition with the private sector.
- Multi-purpose projects that involve uses other than outdoor recreation, as long as the LWCF boundary area can incorporate a viable public outdoor recreation area that includes the grant-assisted project and the outdoor resource it complements. A careful and complete justification and explanation must be provided for a proposal of this nature. The proposal must fully disclose the nature and extent of other uses and the relationship of the proposed outdoor recreation project to the total area and development. Two general types of multiple-purpose projects are eligible for assistance:
  - Projects in which a specifically designated portion of the multiple-purpose area or facility will be used primarily for outdoor recreation and/or outdoor recreation support, such as picnicking facilities adjacent to a new public reservoir. Grant assistance is limited to the designated outdoor recreation area and/or facility and support facility.
  - Projects that will provide identifiable outdoor recreation benefits as a whole, as opposed to specific segments of it. For example, a water impoundment constructed primarily for flood control might also have important recreation benefits. In such a case, at the discretion of NPS, assistance might be made available only for the portion of the cost, on a pro rata basis, of the facility that is clearly attributable to outdoor recreation above and beyond the facility's cost for its non-recreation function. Section 6(f)(3) protection will be applied to the entire viable outdoor recreation area.

#### **F) What projects are NOT eligible for LWCF funding?**

Below is a list of ineligible project types. For a list of ineligible project costs, see page 28-29.

- Property condemnation (eminent domain).
- Group camps designated for specific groups or for which specific groups will be given priority access.
- Lodges, motels and luxury cabins.
- Boating equipment such as buoys, ropes, life jackets, or boats.
- Motorized trails on lands designated as federal wilderness or state wild areas.
- Exhibit areas that function primarily for academic, historic, economic, entertainment or other non-recreational purposes. This restriction includes convention facilities, livestock and produce exhibits, commemorative exhibits, fairgrounds, archeological research sites, and other non-recreational facilities. The development of nature and geological interpretive facilities that go beyond interpreting the project site and its immediate surrounding area are also not eligible for assistance.
- Special event seating, if the purpose is solely to increase seating capacity for a limited number of special events.
- Fertilizer, seeds, tools, or water hoses for community gardens, nor gardens planned as commercial enterprises.
- Areas and facilities designed primarily for semi-professional or professional arts or athletics, such as professional type outdoor theaters, professional rodeo arenas and other similar facilities.

- Mobile recreation units including playmobiles, skatemobiles, swimmobiles, show wagons, puppet wagons and portable bleachers.
- Informational materials, brochures and leaflets.
- Traditional outdoor caging facilities and animal pens at zoological parks are not eligible although LWCF assistance can contribute to the renovation of such facilities to achieve a more natural environmental setting. Other enclosed or sheltered facilities at zoological parks, such as indoor displays and permanent housing, are not eligible for assistance.
- On-site employee residences, including furnishings.
- The restoration or preservation of historic structures.
- Public recreation facilities that are indoor facilities.
- Support facilities or portions thereof that contribute primarily to public indoor activities such as meeting rooms; auditoriums; libraries; study areas; restaurants; lodges; motels; luxury cabins; furnishings; food preparation equipment; kitchens; and equipment sales areas.

Acquisition projects that will not be funded by LWCF include the following:

- Acquisition of historic sites and structures, except when it is demonstrated that the acquisition is primarily for outdoor recreation purposes and the historic aspects are secondary to the primary recreation purposes.
- Acquisition of museums and sites to be used for museums or primarily for archaeological excavations.
- Acquisition of land to help meet a public school's minimum site size requirement as established by state or local regulations.
- Acquisition of areas and facilities to be used primarily for semi-professional and professional arts and athletics.
- Acquisition of areas and facilities to be used solely for game refuges or fish hatcheries. However, such areas and facilities may be eligible for LWCF assistance if they will be open to the public for compatible recreation.
- Acquisition of areas to be used mainly for the construction of indoor facilities. Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient space for the development of outdoor recreation facilities.
- Acquisition of railroad trestles, stations, yards, etc., if such are to be used for the commercial operation of railroad trains.
- Acquisition of sites containing luxury lodges, hotels, motels, restaurants and similar elaborate facilities that are to be operated by the project sponsor or a concessionaire to provide food and sleeping quarters.
- Acquisition of agricultural land primarily for the preservation of agricultural purposes.
- Acquisition of federal surplus property, unless legislatively authorized in a specific situation.

#### **G) How does a sponsor obtain LWCF funding for a project?**

To apply for a LWCF grant, local governments and public school districts must fill out a LWCF Project Application requesting funding. Project proposals must be approved at both the state and federal levels. Project sponsors will be required to complete and return two copies of the LWCF Project Application, postmarked by February 16, 2022 to the address below:

**Missouri Department of Natural Resources  
Division of State Parks  
Grants Management Section  
Attn: LWCF Planner  
PO Box 176  
Jefferson City, MO 65102-0176**

**For those seeking to mail packets where a physical address is required, please use: 1659 E. Elm Street, Jefferson City, Missouri 65101. Application packets that are not signed by an authorized official and postmarked or received by February 16, 2022 will not be considered eligible for scoring.** For questions about an application packet or the process, call (573) 751-8661 or email [mspgrants@dnr.mo.gov](mailto:mspgrants@dnr.mo.gov).

Sponsors are strongly encouraged to attend the LWCF application webinar scheduled in December. The webinar date is listed at <https://mostateparks.com/page/55065/outdoor-recreation-grants>. This webinar is hosted by GMS staff to assist project sponsors with the application process. GMS staff reviews the submitted applications for accuracy and completeness and may ask project sponsors to provide additional information.

Project applications are evaluated on a competitive scoring basis, with most of the application questions having a designated point value. GMS staff and an internal advisory committee composed of park and recreation professionals will evaluate the applications and assign scores to the individual responses, which are then tallied and a cumulative score given to each application. The overall application score determines the project's ranking against other proposed projects. The advisory

committee then makes funding recommendations to GMS staff. GMS staff will then submit a list of the recommended projects to the DSP Director, who is also the LWCF State Liaison Officer (SLO). After the DSP Director reviews and approves the projects, GMS staff will conduct a risk assessment and pre-award site inspections of recommended projects to ensure eligibility and ability to satisfy administrative requirements. Applications that satisfy both the risk assessment and pre-award inspection criteria will then be submitted to the NPS for federal review and approval. Projects cannot begin until approval is obtained by the NPS. The number of ranked projects that will be recommended for funding is determined by the state's LWCF apportionment for the current fiscal year. All applicants will be notified of the results of the application review process, and sponsors of approved projects will receive a notice of award and project agreement. The entire process generally takes at least ten months, from the initial call for project applications to notice of award.

#### **H) What are the requirements for ownership and control of the park where the project is taking place?**

As part of the application process, all project sponsors must demonstrate adequate ownership and control of the project area that will be designated as the LWCF park and provide copies of all deeds, right-of-way, easements, reversionary interests, liens, or other encumbrances associated with the area included in the LWCF boundary at the time of application. This is to ensure that the project sponsor possesses sufficient title and adequate legal control of the property in order to provide reasonable assurances that a conversion pursuant to the LWCF Act (54 U.S.C. § 200305(f)(3)) will not occur without its knowledge, state review, and NPS decision. If the LWCF Boundary includes property that was acquired within the last five years, project sponsors must also demonstrate that the acquisition took place in conformance with the Uniform Relocation Assistance and Real Properties Acquisition Act of 1970, known as the Uniform Act.

Facilities may be developed on land and water owned in fee simple by the participating agency or where ownership of less-than-fee interests such as easements provides permanent control of the property commensurate with the proposed development. All less-than-fee interests must be described in the grant application and indicated on the LWCF boundary area map. No approval will be given for the development of facilities on leased land except for property either:

- a. Leased from the Federal Government for a term not less than 25 years at the time the grant is awarded that is not revocable at will; or
- b. Leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure the perpetual use requirement contained in the LWCF Act. Such safeguards will include joint sponsorship of the proposed project and a written agreement stipulating the lessor land-owning agency will assume compliance responsibility for the LWCF boundary area in the event of default by the lessee or expiration of the lease, and these assurances are explicitly reflected in the project agreement. See Chapter 3.A.8 on project sponsor ownership and control of property.

For projects that include real property acquisition as a part of the grant application, project sponsors are expected to demonstrate compliance with the Uniform Act as part of the project, some of which must be submitted as part of the grant application. Before the initiation of negotiations with the property owner, a certified general appraiser licensed in Missouri must perform an appraisal of the property in conformance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) and Title 49 CFR part 24 (the Uniform Relocation Act). Next, a technical review of the appraisal must be performed by a qualified review appraiser pursuant to the UASFLA Section C, "Standards for the Review of Appraisals." The cost of all appraisals, review appraisals, waiver valuations and incidental real estate expenses (such as title searches and filing fees) are not eligible costs for either reimbursement or match in the LWCF program and must be borne solely by the project sponsor.

**I) What is the Environmental Resources Survey?**

The NPS requires sponsors of recommended projects to complete an Environmental Resources Survey (pages 13-15 of the LWCF Grant Application form). The intent of the form is to provide descriptive and environmental information about the proposed project for NPS review and decision. The completed Environmental Resources Survey becomes part of the “federal administrative record” in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. These regulations were enacted to protect the nation’s cultural, environmental and natural resources, so all federal grant recipients must demonstrate compliance with the regulations by conducting an environmental review. As part of the review, project sponsors are required to complete the Environmental Resources Survey and provide concurrence documentation from various state and federal agencies in order for GMS and the NPS to determine if a project is classified as a Categorical Exclusion (CE) under NEPA. Projects considered CEs do not involve significant impact to the environment or any natural, cultural, recreational, or historic resources. Resource experts should complete this section of the application form.

**J) What happens after a project sponsor receives notice of award from MoDNR?**

Following NPS approval, a notice of award is sent to the project sponsor along with a grant agreement between MoDNR and the sponsor that must be signed. **Sponsors cannot begin any grant-funded construction activities or property acquisition before signing the grant agreement.** Any costs incurred prior to signing the agreement will not be reimbursed; however, some costs incurred prior to signing may be used as match (see page 29 for eligible pre-award costs). Sponsors are **required** to attend a **mandatory** grant administration workshop or webinar, where they will receive a copy of the FY2022 LWCF Project Administration Guide and a copy of the Sub-Recipient Informational Form. The Sub-Recipient Informational Form is required in response to the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) to be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

During the workshops/webinars, GMS staff will explain the process for completing the Sub-Recipient Informational Form and the requirements for administering the LWCF grant funding. Development or renovations must begin within one year of signing the grant agreement. Sponsors have **two years** from date the project agreement is signed to complete their LWCF project.

**K) What are the long-term stewardship requirements of projects funded through LWCF?**

The benefits of LWCF extend beyond park and recreation facility construction and open space acquisition. The fund also plays a major stewardship role, ensuring the integrity and recreational quality of fund-assisted parks and conservation lands, now and for future generations. **Simply put, when a LWCF grant is accepted, the project must remain dedicated to public outdoor recreation use in perpetuity (forever).** LWCF’s most important tool for ensuring perpetual stewardship is its “conversion protection” requirement. This protection requirement is outlined in Section 6(f)(3) of the LWCF Act and strongly discourages casual discards and conversions of LWCF-funded park and recreation facilities to other uses. Section 6(f)(3) specifically states, “No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.” If a LWCF-assisted park or project is “converted” from its original intent and made no longer available to the public for outdoor recreation, then an equivalent replacement must be provided by the sponsoring agency.

This “anti-conversion” requirement applies to all parks and other sites that have been funded by LWCF grants of any type, whether for acquisition of parkland, development, or rehabilitation of facilities. The regulations related to project boundary include public accessibility and self-sufficiency requirements, so even a relatively small LWCF grant (e.g., for development of a picnic shelter) in a park of hundreds or even thousands of acres can result in conversion protection to the entire park site.



## SECTION II. TIPS FOR PROJECT SPONSORS

---

### A) In order to develop a sound project proposal, project sponsors should consider the following:

- a. Determine outdoor recreation needs in your area.
  - Are there unmet recreation needs within your community or area? Will this project meet a need?
  - How will this project benefit the community, area or region?
  - Is this project part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) or other local, regional or park master plans?
- b. Determine project viability.
  - Can this project realistically be completed within the required two-year timeframe, or should the project be developed in phases? Project sponsors can submit funding requests for multiphase projects.
  - As the project sponsor, does your agency have the funding resources and commitment to complete the proposed project and maintain it long term?
  - Are there other organizations or individuals who might assist with funding, donations and/or in-kind contributions?
- c. Determine public support for the project.
  - Have you provided opportunity for stakeholders to comment on the project?
  - Have you considered various users' needs in determining what type of project to implement?
  - How have you addressed concerns or issues raised by stakeholders regarding the project?
- d. For new construction, identify design considerations.
  - What are the intended uses?
  - Will the project incorporate accessible features and elements or avoid barriers that would make it difficult to use for people with disabilities?
  - What is the projected user capacity and will the supporting infrastructure, such as parking, restroom facilities, etc., be able to accommodate the projected use?
  - Is the project sustainable? For instance, what will be the long-term maintenance needs of the chosen project design?

### B) Develop a project budget that accurately reflects the project costs, including costs associated with the environmental review.

There may be aspects of your project that will result in unforeseen costs. It is important that you develop a budget estimate that is as accurate as possible but also allows some flexibility to cover those unforeseen costs. For instance, you may consider hiring a design or engineering consultant to assist you with developing the project design. Up to 10% of your total project cost may be used for planning, engineering and environmental review costs. Additionally, the project sponsor may use costs in these categories that are incurred up to 18 months prior to project approval and notice to proceed as match.

### C) Projects are selected on the merit of their applications, so it's important for project sponsors to provide well-written and complete application packets. Project sponsors should:

- Attend one of the grant application workshops scheduled by GMS staff. These workshops will help project sponsors understand the application requirements. For a schedule of workshops, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>.
- Answer each question thoroughly but concisely, within the space allowed on the application. If you have questions or concerns about your application responses, GMS staff will conduct a preliminary review of your draft application as a courtesy if submitted by December 31, 2022.
- Have an independent reviewer read through the application and supporting materials to ensure the information is easily understood. It may be beneficial to have someone unfamiliar with the project review the application packet; their comments will be more objective.
- Double-check the application packet to ensure it is complete and accurate; incomplete packets will not be scored and those with errors may receive lower scores.
- Use the Supporting Documentation Checklist on pages 7-8 to ensure all supporting documentation is included in the packet.
- Attempt to submit the complete application packet prior to the deadline date. This will allow GMS staff opportunity to contact you if information is missing from the packet or is inaccurate, and will subsequently allow you time to rectify omissions or inaccuracies.

### SECTION III. SUPPORTING DOCUMENTATION CHECKLIST

---

The following items are required documents to support your application and must be included in your application packet. Project sponsors are encouraged to begin compiling this documentation as early as possible in the application process since several of the documents may take some time to secure. **An incomplete application will not be scored.** Please submit **two (2) copies** of each item, with the exception of the land deeds, leases, and legal description, and environmental review supporting documentation (see below). Use this checklist to ensure that you've included all required documentation in your application packet, and in the order listed below.

- ☐ **LWCF Boundary Map** clearing defining the 6(f)(3) boundary of the project, including acreage and its location within an existing park or site (if the entire park or site will not be included under 6(f)(3) protection). Refer to Section IV of this guide for instructions on developing a map.
- ☐ **Resolution** from the relevant governing body showing support of the project and ensuring commitment of the project sponsor to maintain public access to the project in perpetuity. See template on page 9.
- ☐ **Financial Assurance Letter** from the project sponsor's chief financial officer stating that your agency has the financial capability of completing the proposed project and maintaining it in perpetuity. See template on page 14.
- ☐ **Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are collaborating on the project, providing work on the project, or donating time, materials or funding.
- ☐ **Proof of Land Ownership or Leaseholder/Easement Rights and Legal Description** if the project sponsor currently owns or leases the land for the project, or has a permanent easement. Only one copy of the land deed, lease or easement agreement is required. No approval will be given for the development of facilities on leased land unless the leased land is leased from the Federal Government with no less than 25 years remaining on the lease and is not revocable at will; or, leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure that the perpetual use requirement contained in the LWCF Act is met. Such safeguards may include joint sponsorship of the proposed project or other agreement whereby the lessor (land-owning agency) would provide assurances that it would assume compliance responsibility for the Section 6(f)(3) area in the event of default by the lessee or expiration of the lease, and these assurances are explicitly reflected in the project agreement. A copy of the legal description of the Section 6(f)(3) Boundary is also required. **Submit one copy only.**
- ☐ **Letter of Intent to Lease/Sell/Donate** for land acquisition that is part of the project. The letter must be from the landowner to the project sponsor, and must indicate whether the landowner will be selling, donating or leasing the property, or providing an easement. The letter may stipulate that the transfer of land ownership is contingent upon project funding. **All acquisition of real property with LWCF funds or as part of a LWCF project, whether through purchase, donation, easement or lease, must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs Act of 1970 (Uniform Act). Before initiating negotiation with the landowner, a yellow book appraisal and review appraisal must be completed. The cost of all appraisals, review appraisal, waiver valuation and incidental real estate expenses are not eligible costs for either reimbursement or match in the LWCF program and must be borne solely by the project sponsor. This act has additional compliance requirements, so it's important to contact GMS staff prior to beginning the acquisition process.**
- ☐ **School/Community Agreement** for projects on public school property. An agreement between the school and the community must be included in the application packet that demonstrates a commitment to allowing general public use of the project when not being used by the school. An authorized representative from the community (such as a mayor, park director, or other authorized representative) and the school (such as the superintendent, principal or other school administrator) must be included as a signatory on the agreement. A template agreement has been provided on page 15 as reference.
- ☐ **Documentation of Underserved Populations.** Underserved populations are those populations with a significant number of individuals who are economically disadvantaged, minority, elderly or disabled and who are underserved in terms of parks and other outdoor recreation areas. Use the U.S. Census Bureau's American Fact Finder search tool (<https://data.census.gov/cedsci/>) and other data sources to determine if your project area contains a higher than average percentage of residents who fall within any of these categories. Print off and attach a copy of your findings, highlighting the underserved population(s) your project will be serving.

- ☐ **Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last six months regarding the proposed project. Documentation includes, but is not limited to, copy of newspaper ads or public meeting notices; copy of Facebook page, online survey or other electronic format used to solicit public opinion; and/or a copy of the relevant portion of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.
- ☐ **Copy of Relevant Portion of Comprehensive or Master Plan** if the proposed project has been identified in a local, school, regional, county and/or parks comprehensive or master plan. Do not submit a copy of the entire plan, only the relevant portion that references the project.
- ☐ **E-Verify (Affirmation of Enrollment and Participation in a Federal Work Authorization Program)**, As a condition for the award of any grant by MoDNR to any business entity, project sponsors meeting the definition of a business entity must, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with the project. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the project. Documentation shall include 1) EITHER the E-Verify Employment Eligibility Verification page listing the company name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the company name and the MOU signature page completed and signed, at minimum, by the company and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the company's name and company ID, then no additional pages of the MOU must be submitted; AND 2) submit a completed, notarized Affidavit of Work Authorization (sample included on page 10-13). Should you need assistance in obtaining documentation you can contact the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)).
- ☐ **SHPO Correspondence and Cultural Resource Surveys**, all projects are required to initiate consultation with the Missouri State Historic Preservation Office, and in most cases, complete that consultation as part of the application. Attach copies of your application to SHPO, the SHPO response letter(s), and a copy of any cultural resource surveys performed on this site or for this project. **Submit only one copy.**
- ☐ **IPaC and Missouri Heritage Reports**, all projects are required to evaluate the impact of their projects on Threatened and Endangered Species. Please provide a copy of the Information for Planning and Conservation (IPaC) and Missouri Heritage Reports for this project. **Submit only one copy.**
- ☐ **Floodplain Map (Required) and Proof of Flood Insurance (If Applicable)** All projects are required affirm that their project is or is not located within a floodplain. A color copy of the floodplain map with the project location drawn on it is required. If the project is located within a floodplain, provide proof of flood insurance as well. **Submit only one copy.**
- ☐ **Photographs of the Project Area** include photographs of the project area to illustrate the existing condition of the site and any facilities that are proposed for replacement or renovation.
- ☐ **Appraisals, Appraisal Reviews, and/or Waiver Valuations (if applicable)**, for projects that include real property acquisition where the cost of that acquisition will be included in the project budget, include copies of all appraisals, review appraisals, and/or waiver valuations as appropriate.
- ☐ **Environmental Review Maps**, all projects are required to evaluate the impact of their project on the environment. Please provide a copy of the following maps: Wetland, Hazardous Waste, and Prime Farmland

## Template PROJECT RESOLUTION

WHEREAS, the \_\_\_\_\_ *(insert name of agency)* is applying for federal assistance from the Land & Water Conservation Fund program for the purpose of *(indicate which of the following)* construction/renovating/acquiring *(insert project name as entered on question 9 of the project application)*,

NOW, THEREFORE, BE IT RESOLVED BY THE \_\_\_\_\_ *(insert name of agency)*, that

1. \_\_\_\_\_ *(insert name of person signing application)* of \_\_\_\_\_ *(insert name of agency)* is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the U.S. Department of the Interior, National Park Service.
2. The \_\_\_\_\_ *(insert name of agency)* currently has the written commitment for the minimum 50% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the \_\_\_\_\_ *(insert name of agency)* will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access in perpetuity.
4. In the event a grant is awarded, the \_\_\_\_\_ *(insert name of agency)* is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event a grant is awarded, the \_\_\_\_\_ *(insert name of agency)* will comply with all rules and regulations of the Land & Water Conservation Fund program, applicable Executive Orders, all federal and state laws that govern the grant applicant during the performance of the project, and stewardship requirements when the project is complete.

PASSED AND RESOLVED BY THE \_\_\_\_\_ *(insert name of agency)*

The undersigned hereby certifies that he/she is the duly authorized Clerk and custodian of the books and records and seal of (agency)\_\_\_\_, duly formed pursuant to the laws of the State of Missouri, and that the foregoing is a true record of a resolution duly adopted at a meeting of the (governing board of agency)\_\_\_\_, that said meeting was held in accordance with state and local laws on \_\_\_\_ (date) \_\_\_\_ and that the said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF I have executed my name as Clerk and have affixed the seal of (agency)\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST: (Clerk)

By: \_\_\_\_\_  
\_\_\_\_\_  
(SEAL)  
(printed name)

ACKNOWLEDGED:

By: \_\_\_\_\_  
\_\_\_\_\_  
(printed name)

**EXHIBIT**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

**The project sponsor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.**

- |                      |  |
|----------------------|--|
| <b><u>BOX A:</u></b> | To be completed by a non-business entity as defined below.   |
| <b><u>BOX B:</u></b> | To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at<br><a href="http://www.dhs.gov/files/programs/gc_1185221678150.shtm">http://www.dhs.gov/files/programs/gc_1185221678150.shtm</a> . |
| <b><u>BOX C:</u></b> | To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.  |

**Business entity**, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (**Company/Individual Name**) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ I am a self-employed individual with no employees; **OR**
- ☐ The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (**Company/Individual Name**) is awarded a Land and Water Conservation Fund Grant for \_\_\_\_\_ (**Project Title**) and if the business status changes during the project period to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to proceeding with the project as a business entity, \_\_\_\_\_ (**Company/Individual Name**) agrees to complete Box B, comply with the requirements stated in Box B and provide the Department of Natural Resources, Division of State Parks with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
Authorized Representative's Name (Please Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date

**EXHIBIT 1, continued**

*(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)*

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the project sponsor must perform/provide each of the following. The project sponsor should check each to verify completion/submission of all of the following:

- ☐ Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- ☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the project sponsor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed, at minimum, by the project sponsor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the project sponsor's name and company ID, then no additional pages of the MOU must be submitted; AND
- ☐ Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT 1, continued**

**AFFIDAVIT OF WORK AUTHORIZATION:**

The project sponsor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the proposed Land and Water Conservation Fund project with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the proposed Land and Water Conservation Fund project for the duration of the project period, if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date

**EXHIBIT 1, continued**

***(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)***

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (**Business Entity Name**) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the Land and Water Conservation Fund project with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the project sponsor's name and the MOU signature page completed and signed by the project sponsor's and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University\*** to Which Previous E-Verify Documentation Submitted: \_\_\_\_\_

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

**Date** of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: \_\_\_\_\_  
(if known)

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
E-Verify MOU Company ID Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

**FOR STATE USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date



## TEMPLATE FINANCIAL ASSURANCE LETTER

Date

LWCF Planner  
Grants Management Section  
Missouri State Parks  
PO Box 176  
Jefferson City, MO 65102-0176

RE: Financial Assurance for LWCF Proposal (insert project name as entered on question 9 of the project application)

To Whom It May Concern:

I, the undersigned as the Chief Financial Officer of (insert name of agency), confirm that our governing body (insert name of governing body, such as park board, county commission, etc.) has formally committed the required matching funds for completion of the above referenced project and has made those funds available. Furthermore, I confirm that (insert name of agency) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

OR

I, the undersigned as the Chief Financial Officer of (insert name of agency), confirm that our agency has the required matching funds available for completion of the above referenced project. Furthermore, I confirm that (insert name of agency) is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

Sincerely,

*(insert Chief Financial Officer's name and signature)*

## TEMPLATE SCHOOL/COMMUNITY AGREEMENT

We, the undersigned, representing the school district of \_\_\_\_\_ *(insert name of school district)* located at \_\_\_\_\_ *(insert address)* in the City/Community of \_\_\_\_\_ *(insert name of community)*, certify that the City/Community of \_\_\_\_\_ *(insert name of community)* has been informed and is in agreement with the objectives and goals the grant project proposal of \_\_\_\_\_ *(insert name of project)*.

We further certify that:

The undersigned city/community will be made aware of on-going planning for this project and given the opportunity for review.

The undersigned community will have an opportunity to review the plans for operation of the proposed facilities.

Every effort will be made to encourage the general public to use the facilities.

Exclusive school use of the proposed facilities for instruction and competition is permitted as long as the facilities are kept open for general public use at reasonable hours and times of the year according to the type of area and facility. The proposed schedule of hours of operation for general public use and the proposed hours scheduled for school activities is attached hereto and is hereby made part of this agreement.

The hours of operation and the hours open for general public use will be clearly posted at the facility at all times. Changes in the hours for school activities and hours open for general public use will be reviewed by the undersigned community.

School Representative Name \_\_\_\_\_  
School Representative Title \_\_\_\_\_  
School Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of City/Community \_\_\_\_\_  
Community Representative Name \_\_\_\_\_  
Community Representative Title \_\_\_\_\_  
Community Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Notary Signature \_\_\_\_\_

Date \_\_\_\_\_

## SECTION IV. CREATING AN LWCF BOUNDARY MAP

---

When applying for a LWCF grant, project sponsors must submit a signed and dated project boundary map which clearly delineates the area to be protected under Section 6(f)(3) of the LWCF program. **Land identified within the Section 6(f)(3) boundary must be retained in perpetuity for public outdoor recreation use.** Generally this area includes the entire park or project area where recreation is being developed, except in unusual cases where it can be shown that a facility within an area is clearly self-sustaining (and accessible) without reliance on the surrounding area. The project area must be readily accessible through a public corridor (i.e. parking lot, street, permanent public easement, etc.). **Maps should be no bigger than 11" x 17".** Maps may be drawn on a satellite or aerial image. **Full-color images are preferred.** Use the checklist below to ensure all the required elements have been included on your LWCF boundary map, and refer to the boundary map template on page 17 that shows a numeric legend of the corresponding elements. The numeric legend is provided only as a reference to help identify each element and does not need to be reproduced on the boundary map you submit with your application.

- ☐ 1. Title the map as "LWCF Boundary Map."
- ☐ 2. Include the name of the park, site or project.
- ☐ 3. Include a north arrow.
- ☐ 4. Provide a signature and date on the map by the individual authorized in the resolution.
- ☐ 5. Include the date of map preparation.
- ☐ 6. Clearly indicate dimensions of the project area with measurements in feet on each side to effectively illustrate the area that will be under Section 6(f)(3) protection. The map needs to indicate entrance/access point(s).
- ☐ 7. If applicable, identify any pre-existing uses (buildings/non-outdoor recreation facilities) that do not support outdoor recreation and that should be excluded from 6(f) protection. Include the square footage of the non-supporting facility or area footprint. Subtract this square footage from the total square feet of the area to be protected under 6(f).
- ☐ 8. If applicable, include any area or resource upon which the project is dependent, even if the area/resource was not included in the project scope. An example of this would be an existing parking lot that provides the sole access to a picnic area that is being developed with a LWCF grant. The parking lot would need to be included in the 6(f) boundary and its footprint added to the total square footage.
- ☐ 9. If applicable, indicate any outstanding rights and interest in the area, including easements, deed/lease restrictions, reversionary interests, rights-of-way, utility corridors, potential mortgages, etc.
- ☐ 10. Indicate adjacent street names, bodies of water and any other features that could be used as identifying landmarks.
- ☐ 11. If applicable, indicate any areas under lease with term of at least 25 years remaining on the lease.
- ☐ 12. Indicate assessor's parcel number(s).
- ☐ 13. Provide the latitude and longitude of the project entrance. Use decimal degrees (ex: 38.5573/-92.15260)
- ☐ 14. Indicate the location of the development/renovation project in relation to existing facilities, if applicable.
- ☐ 15. Convert the total square footage to an acreage and indicate total acreage within the 6(f)(3) boundary. The acreage identified on the boundary map must be consistent with the acreage identified in question 15 on the application form.

# LWCF BOUNDARY MAP TEMPLATE

1 LWCF Boundary Map

2 Memorial Park

3

4

Signature & date of authorized individual

13

Latitude & longitude of park entrance

5

Date of map preparation

15

LWCF boundary acreage

## SECTION V. GRANT APPLICATION INSTRUCTIONS

---

- A) Step One:** Download and complete an electronic application by answering each question as fully as possible. Try to answer the questions in the space allotted for the question (if you need to attach supplemental sheets, the application will still be accepted).

An electronic application form has been created for your convenience at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. Project sponsors will need Adobe Acrobat Reader, which is available for free download at <https://get.adobe.com/reader/>. Once a project sponsor has filled out the form, he/she will need to save it to their computer and print it off. **Hand-written applications will not be accepted.** Project sponsors may email ([msspgrants@dnr.mo.gov](mailto:msspgrants@dnr.mo.gov)) their draft application to GMS staff for a courtesy review, if submitted by December 31, 2021.

- B) Step Two:** Use the Supporting Documentation Checklist on pages 7-8 and the LWCF Boundary Map Checklist on page 16 to ensure that the application packet is complete. Do not submit boundary maps larger than 11"x17." Photos should be submitted; ensure two copies are included. Project sponsors are **strongly** encouraged to use tabs or a similar method to organize their application packets and label the required supporting documentation. For questions about an application packet or the process, call (573) 751-8661 or email [msspgrants@dnr.mo.gov](mailto:msspgrants@dnr.mo.gov).

- C) Step Three:** Mail **two (2) copies** of the application and supporting documentation to the Grants Management Section (address below). Applications must be postmarked on or before February 16, 2022. You are encouraged to make double-sided copies to conserve on paper and space.

It is highly recommended that project sponsors submit their application packet prior to the deadline date. This will allow GMS staff opportunity to contact project sponsors if information is missing from their packet or is inaccurate, and will subsequently allow project sponsors time to rectify omissions or inaccuracies. **If the application packet arrives by the deadline date, but it is missing required documentation, or is substantially incomplete, the project will be deemed ineligible for scoring.**

Mail two hard copy the application packets to:

Missouri Department of Natural Resources  
Division of State Parks  
Grants Management Section  
Attn: LWCF Planner  
PO Box 176  
Jefferson City, MO 65102-0176

If you need a physical address to mail the application, please send it to:

Missouri Department of Natural Resources  
Division of State Parks  
Grants Management Section  
Attn: LWCF Planner  
1659 E. Elm Street  
Jefferson City, MO 65101

## SECTION VI. PROJECT APPLICATION QUESTIONS

---

The following section provides a description of the information needed for each question on the Project Application, explains the purpose of each question and indicates which questions have point values assigned to them.

**Questions 1-8** are general questions pertaining to the agency (project sponsor) responsible for incurring costs and completing the project. No points have been attributed to this section.

- **Question U.S. Armed Forces** - To be filled out by the application preparer about themselves and their family members.
- **Question 1, AGENCY** – this is the name and address of the agency that is requesting grant funds and will be responsible for administering the grant, if awarded. This question also asks you to provide contact information for the receiving official, or the person who is authorized to accept grant funding on behalf of your agency.
- **Question 2, AGENCY UNIQUE IDENTIFIER (DUNS NUMBER)** – all agencies that apply for federal grants are required to have a DUNS number, a unique nine-character number assigned to that individual agency. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. The process is free and generally takes no more than one business day.
- **Question 3, APPLICATION PREPARER** – if the person who prepared the application is different from the project contact person, please provide name and contact information. If there is an issue with the application, the application preparer will be contacted.
- **Question 4, PROJECT CONTACT PERSON** – if the grant is awarded, the individual listed will be the primary contact and is expected to be aware of the LWCF grant requirements. If the contact person changes at any time during the life of the project, please contact the Grants Management Section (GMS) and provide the name of the new contact person.
- **Questions 5-7, LEGISLATIVE INFORMATION** – list the federal and state legislators and their districts in which the project is located. If the project is awarded, GMS staff will send notice to the legislators as a courtesy. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.
- **Question 8, REGIONAL PLANNING COUNCIL** – GMS staff notifies the regional planning councils (RPC) when a project has been awarded funding in their respective region. To determine the appropriate RPC, visit <http://macog.org/regional-council-rpcs/>.

**Questions 9-11, PROJECT SPONSOR'S BACKGROUND AND PRIOR PERFORMANCE (10 POINTS).** This section asks the project sponsor to provide information about its organization. The GMS uses the information to evaluate your organization's performance history. If your project is selected for a pre-award site inspection, the information will also be used to assist in the GMS's risk assessment (at that time, you will be asked to provide additional information to assess risk pursuant to 2 CFR 200.205 such as copies of your most recent audit and copies of accounting and procurement policies).

- **Question 9, PROJECT APPLICANT IS** – In order to ensure that the applicant is eligible to apply for LWCF grant funds, please indicate the category that describes your organization.
- **Question 10, DESCRIBE THE PROJECT SPONSOR'S ORGANIZATION** – Indicate in years how long your organization has been in existence. If your organization is less than one year old, please specify the date it was established. This question also asks you to indicate your organization's annual operating budget, how many full-time and part-time people are employed by the organization, if a board oversees the organization, and if you use volunteers. Please make sure to fill this information out based on the agency listed in Question 1.
- **Question 11, PRIOR PERFORMANCE** - The questions in this section ask you about your prior grant history with the Department of Natural Resources. Please answer these questions based on the last ten years of experience.

**Questions 12-28, PROJECT LOCATION AND LWCF BOUNDARY INFORMATION (10 POINTS).** This section asks project sponsors to provide information about the property that, if funded, will be encumbered pursuant to Section 6(f)(3) of the LWCF Act.

- **Question 12, PARK OR SITE NAME** – What is/will be the name of the park. Provide locational information for the park, including the address, section/township/range, and latitude/longitude (same as LWCF Boundary Map).

- **Question 13, LEGAL DESCRIPTION OF THE PROPOSED LWCF BOUNDARY**— This question asks you to provide the legal description of the LWCF Boundary (the area that will be encumbered pursuant to Section 6(f)(3) of the LWCF Act if the project is funded). This information will be used when recording the encumbrance to the deed at the end of the project. If your property does not have a current legal description (for example, the original records were burned in a fire or the legal description on record references markers that no longer exist), please contact a land surveyor and have a new description prepared. Please make sure to attach the official legal description to the application.
- **Question 14, IS THE PROPOSED LWCF BOUNDARY THE SAME AS THE BOUNDARY OF THE PARK/RECREATION AREA AS IT EXISTS IN TOTALITY?** - Please answer yes or no. If you answer no, please explain why you are requesting to encumber less than the full acreage of the park. Please be sure that any area excluded from the boundary is also reflected in the LWCF boundary map.
- **Question 15, LWCF SITE HISTORY AND ACREAGE**— Indicate if this park is already a LWCF protected park. If it is, what is the current acreage for the entire site? If no, what will be the total acreage that will be encumbered under Section 6(f)(3) of the LWCF Act if the grant is awarded?
- **Question 16, WILL THE PROPOSAL CREATE A NEW PARK/RECREATION AREA WHERE NONE PREVIOUSLY EXISTED?**— Indicate yes or no. If it will, please explain what the property is currently used for and why it was chosen for use as a park.
- **Question 17, IF THIS IS AN EXISTING LWCF SITE, HAS THE PARK NAME CHANGED SINCE THE LAST GRANT?**— Indicate yes or no. If the name has changed, please provide a list of all of the park's prior names and why the name was changed.
- **Question 18, IS THE PROPOSED PROJECT LOCATED IN A FLOODPLAIN?**- To determine if your project is in a floodplain or special flood hazard area, use the FEMA Flood Map Service Center (<https://msc.fema.gov/portal>). If you determine your project is within a floodplain or special flood hazard area, you must obtain a floodplain development permit from the local floodplain authority (i.e., community or county). For a list of communities and counties participating in the NFIP, see <https://www.fema.gov/cis/MO.html>. In some instances, the community or county may require a No-Rise Certification before a permit is issued. In the space provided, indicate if your project is in a floodplain or special flood hazard area and submit a copy of the floodplain map for your project area. If a permit is required, and it is already obtained, state the name of the permit and attach a copy. List the commitments required by the permit or, if the permit is not yet in-hand, include a commitment to obtain the permit prior to construction and to follow the conditions of the permit. If flood insurance is required, please provide proof of insurance.
- **Question 19, IS YOUR SITE CONTIGUOUS WITH OR CONNECTED TO ANY FEDERALLY OWNED RECREATION AREA?**— Indicate yes or no. If your site is located contiguous with or connected to a federally owned recreation area, please provide the name of the land managing agency and name of the federal property.
- **Question 20, IS YOUR SITE PART OF A LARGER LAND MANAGEMENT AREA, SUCH AS A GREENWAY OR REGIONAL RECREATION AREA?**— Indicate yes or no. If it is part of a larger land management area, explain its relationship to that area. For example, is it owned by the same agency? Does it share a master plan? Do the same people manage the property?
- **Question 21, DESCRIBE THE EXISTING SITE CONDITIONS, INCLUDING UNSAFE AND HAZARDOUS CONDITIONS.**— Provide a written description of the current site, include the size of the project area. Describe any unsafe and hazardous conditions with the park. To help illustrate where the project will be located, include photographs. For example, if the project is the replacement of an existing playground to improve accessibility, you could describe what the site looks like, the age and condition of the existing equipment and include photographs of the existing equipment to show that it is old/deteriorated and not accessible. You could show photographs of the playground surfacing that you plan to replace, and photographs showing the accessible route (or lack of) from the accessible parking lot to the play area.
- **Question 22, EXPLAIN WHY THE SITE IS SUITABLE FOR THE TYPE OF OUTDOOR RECREATION PROPOSAL BEING SUBMITTED.**— Explain why this site is suitable for the type of outdoor recreation proposal being submitted.

- **Question, 23, DOES THE SITE INCLUDE ANY ELEMENTS THAT VISUALLY DETRACT FROM THE OUTDOOR RECREATION EXPERIENCE OR THAT REPRESENT A POTENTIAL PUBLIC SAFETY HAZARD?** – Indicate yes or no. If yes, please explain these concerns and whether the project will address these concerns. For example, does the project area have overhead utilities? Will the utilities be placed underground as part of the project?
- **Question 24, PLEASE PROVIDE THE NAME OF THE PROPERTY OWNER AS STATED ON THE DEED.** – Provide the name as it is stated on the deed. If there are multiple parcels associated with the property located within the Section 6(f)(3) Boundary area, please provide information for each parcel along with a copy of each deed.
- **Question 25, WHAT IS/WILL BE THE APPLICANT'S TYPE OF OWNERSHIP/CONTROL OF THE PROPERTY?** – From the list provided, indicate if the project sponsor owns the property fee simple, less than fee simple, or if the property is being leased from another government agency. If the ownership is less than fee simple, explain what rights the applicant has and what agency holds the underlying fee simple ownership. If the property is being leased, does the lease include approval requirements related to recording the recreational use lease amendment? The landholder must be an eligible applicant, such as a government agency or school district, and the lease agreement must be for at least 25 years to qualify for LWCF grant funds.
- **Question 26, PLEASE LIST ALL PRESENT EXISTING AND REASONABLY ANTICIPATED LIENS OR MORTGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.** – Identify outstanding mortgages, loans, etc., amount still owed, and describe how these will affect the current project. If a loan will be required to complete this grant, please include how much you anticipate borrowing and for what duration.
- **Question 27, ARE THERE ANY RIGHT-OF-WAY, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY?** - Because the property located within the LWCF Boundary will be dedicated to public outdoor recreation use in perpetuity, it is important to identify any parties who may have a superior interest. Please list all right-of-way, easements, or reversionary interests associated with the site.
- **Question 28, HOW DID YOU DETERMINE IF THERE WERE ANY RIGHT-OF-WAY, EASEMENTS, LIENS/MORTGAGES, OR REVERSIONARY INTERESTS?** – Project sponsors are required to either conduct a title search to identify these interests (preferred method) or research the property themselves. Please certify that a search was conducted of the property in one of the two ways indicated on the application form.

**Questions 29-34: PROPERTY MANAGEMENT AND STEWARDSHIP (10 POINTS).** This section asks project sponsors to provide information about how the property will be managed.

- **Question 29, WHO WILL MANAGE AND OPERATE THE SITE?** – Indicate who will manage and operate the site. For example, the Missouri City Parks and Recreation Department.
- **Question 30, IS THIS A MULTI-USE SITE?** – Indicate if this site serves more than one purpose. For example, is the site also a school, reservoir, or state wild area? If the site does serve multiple purposes, explain how often the public will have access to the proposed recreation area. Explain any kinds of restrictions to public outdoor recreation that will occur.
- **Question 31, ARE THERE ANY PRE-EXISTING OR PLANNED INDOOR FACILITIES ON SITE THAT WOULD NOT THEMSELVES BE ELIGIBLE FOR LWCF GRANT FUND?** – Indicate yes or no if there are any pre-existing or planned indoor facilities on site that would not themselves be eligible for LWCF grant funds. LWCF assistance will not be provided for support facilities or portions thereof that contribute primarily to public indoor activities such as: meeting rooms; auditoriums; libraries; study areas; restaurants; lodges; motels; luxury cabins; furnishings; food preparation equipment; kitchens; and equipment sales areas. Bathhouses, public restrooms, maintenance sheds, etc., are potentially eligible for LWCF assistance since their basic function is to provide support for outdoor recreation facilities. If one of these facilities already exists or is planned, in the space below the question, please describe and explain how/if the structure(s) support public outdoor recreation.
- **Question 32, ARE THERE ANY PRE-EXISTING OR PLANNED RESOURCE MANAGEMENT PRACTICES (I.E. TIMBER MANAGEMENT, GRAZING, ETC.)?** – Indicate yes or no if there are any pre-existing or planned resource management practices, such as timber management or grazing. If yes, describe the nature of the practice, the anticipated duration, and how the practice supports outdoor recreation.



- **Question 33, ARE THERE ANY PRE-EXISTING OR PLANNED USES ON SITE THAT ARE INCOMPATIBLE WITH LWCF REQUIREMENTS THAT SHOULD BE EXCLUDED FROM THE LWCF BOUNDARY?** – Indicate yes or no if there are any pre-existing or planned uses on site that are incompatible with LWCF requirements that should be excluded from the LWCF boundary. If there are, please describe the nature of the use and ensure it is clearly depicted on the proposed LWCF map. Clarify whether the future intent is for the area to become subject to LWCF once the use is terminated, or if the intent is for the use to continue within the park in perpetuity.
- **Question 34, PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED AND MAINTAINED IN PERPETUITY.** – Project sponsors should demonstrate sufficient funding and labor to maintain public access to the project in perpetuity. Additionally, sponsors should indicate their post-completion plan for ensuring user safety and project sustainability for the life of the project and describe how routine maintenance of the project will be accomplished after project completion. Include who will perform the maintenance and necessary repairs and how often maintenance inspections will occur.

**Questions 35-53: ACQUISITION OF REAL PROPERTY (QUESTIONS 35-59 ARE WORTH 20 POINTS).** This section asks project sponsors to provide information about how the property that is being acquired as part of the project. If property is being acquired (whether by purchase, donation, or lease), this section must be completed. If you are not acquiring property as part of the project, you can complete question 35 and skip the rest of this section.

- **Question 35, WILL REAL PROPERTY BE ACQUIRED AS PART OF THIS PROJECT (INCLUDING PURCHASE OR DONATION)?** – Indicate yes or no if real property will be acquired as part of the project (this includes purchase, donation, or lease). If acquisition is not part of this project, indicate no, and skip to question 54.
- **Question 36, WHY IS THIS ACQUISITION (WHETHER ATTAINED VIA PURCHASE OR DONATION) NEEDED?** – Please explain why acquisition is required for this project.
- **Question 37, DESCRIBE THE EXISTING RESOURCES AND FEATURES OF THE SITE THAT MAKE IT DESIREABLE FOR PUBLIC OUTDOOR RECREATION.** – Please explain why this site is desirable for public outdoor recreation. What existing resources and features made you chose this site?
- **Question 38, EXPLAIN HOW YOU ENVISION THIS ACQUISITION CONTRIBUTING TO OUTDOOR RECREATION IN THE LONG TERM.** – Please provide an explanation of how you envision this acquisition contributing to outdoor recreation in the long term.
- **Question 39, PARCEL NAME** – What is the name of the parcel of property being acquired?
- **Question 40, PARCEL SIZE** – Please indicate the size of the parcel in acres.
- **Question 41, PARCEL VALUE** – What is the value of the land? The value should be based on an appraisal that meets the Uniform Appraisal Standards for Federal Land Acquisition and Title 49 CFR Part 24 that was conducted by a certified general appraiser and a technical review of the appraisal has been performed by a qualified review appraiser. The appraisal should be less than six months old. If the property is valued at less than \$10,000, a waiver valuation can be completed by a qualified professional and used in lieu of an appraisal. Please include a copy of the appraisal and review appraisal and/or waiver valuation with this application.
- **Question 42, ANTICIPATED ACQUISITION DATE** – What date do you intend to acquire the property?
- **Question 43, Please affirm which statement is true: A STATE-CERTIFIED REVIEW APPRAISER HAS REVIEWED THE APPRAISAL AND HAS DETERMINED THAT IT WAS PREPARED IN CONFORMITY WITH THE UNIFORM APPRAISAL STANDARDS FOR FEDERAL LAND ACQUISITIONS or A QUALIFIED PROFESSIONAL HAS PREPARED A WAIVER VALUATION FOR THIS PROPERTY IN CONFORMITY WITH 49 CFR 24.102(C)(D)(ii).** This statement must be supported by the documentation requested in question 41.
- **Question 44, FROM WHOM IS THE PROPERTY BEING PURCHASED?** – What is the name of the seller or donor? Include their letter of intent to sell/donate/lease the property.

- **Question 45, ARE ANY BUILDINGS OR STRUCTURES BEING PURCHASED ALONG WITH THE PROPERTY?** – Indicate yes or no if there are any buildings or structures being purchased along with the property. If yes, please describe what is planned for these structures and whether the grant-funded project includes the value of these structures.
- **Question 46, HOW WILL THE SITE BE MADE OPEN AND ACCESSIBLE FOR PUBLIC OUTDOOR RECREATION USE (SIGNAGE, ENTRIES, PARKING, SITE IMPROVEMENTS, ALLOWABLE ACTIVITIES, ETC.)?** – Please explain how the site will be made open and accessible for public outdoor recreation use. Describe planned signage, entries, parking, site improvements, allowable activities, etc.
- **Question 47, WHEN WILL ACCESS TO THE SITE FOR PUBLIC OUTDOOR RECREATION BECOME AVAILABLE?** – Please provide an anticipated date for when the site will be made open and available for public outdoor recreation use.
- **Question 48, DESCRIBE DEVELOPMENT PLANNED FOR THE SITE(S) FOR THE THREE (3) YEARS FOLLOWING ACQUISITION.** – Please describe the development planned for the site(s) for the three years following acquisition. As this will affect the National Historic Preservation Act and National Environmental Policy Act Compliance, please focus on what you reasonably expect to accomplish.
- **Question 49, IF DEVELOPMENT WILL BE DELAYED BY MORE THAN THREE YEARS FROM GRANT CLOSE, EXPLAIN WHY THIS ACQUISITION IS STILL A PRIORITY FOR GRANT FUNDING AT THIS TIME AND WHAT ABILITY THE PUBLIC WILL HAVE TO USE THIS SITE IN THE INTERIM.** – If development will not be delayed for more than three years from the grant close, indicate when development will be complete. If it will not be complete in that time, explain why this acquisition is still a priority for grant funding at this time and what ability the public will have to use the site in the interim.
- **Question 50, IS THIS ACQUISITION AN ADDITION TO AN EXISTING PARK OR OTHER RECREATION AREA?** – Indicate yes or no if this acquisition is connected to an existing park or other recreation area. If yes, how will it support and enhance that existing park?
- **Question 51, IS THE PROPERTY BEING ACQUIRED UNDER THREAT OF CONDEMNATION?** – Indicate yes or no if this property is being acquired under threat of condemnation. If yes, please explain.
- **Question 52, WAS THE PROPERTY LISTED FOR PUBLIC SALE?** – Indicate yes or no if this property was listed for public sale. If yes, please explain how the property owner was made aware of the grant sponsor interest in the property.
- **Question 53, DOES THIS PROJECT INVOLVE DONATED PROPERTY?** – Indicate yes or no if this project involves donated property. If yes, include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose/is choosing to donate the property instead. If the donation is subject to a waiver of retroactivity, the evidence must pre-date the donation. Please explain your response.

**Questions 54-59: PROJECT DEVELOPMENT AND SCOPE OF WORK (QUESTIONS 54-59 ARE WORTH 20 POINTS).** This section asks project sponsors to provide information about the construction work taking place as part of the project.

- **Question 54, PROJECT NAME** – provide a short name and include the current phase, if the project is being completed in phases; for example, “Memorial Park Aquatic Center Development, Phase I.” The project name will be how the project is referred to on the project agreement, project budget, reimbursement requests, quarterly reports, and inspection reports.
- **Question 55, WHAT NEW FACILITIES WILL BE CONSTRUCTED AS PART OF THE PROJECT?** – What facilities are being constructed as part of this project? Only discuss new facilities that are being added in the project area.
- **Question 56, WHAT EXISTING FACILITIES WILL BE RENOVATED OR REPLACED (SPECIFY WHICH) AS PART OF THE PROJECT?** – If this is a renovation project, please indicate what existing facilities will be renovated or replaced (specify which) as part of the project. Indicate when the project was initially constructed and when it was last renovated. If the project was constructed or renovated using LWCF funds, please indicate the year(s) and project number(s). The project number will be a seven-digit number beginning with the number 29 (29-xxxxx) and can be located on the project agreement. Contact GMS staff if you have difficulties determining the project number.

- **Question 57, WHAT GENERAL SITE IMPROVEMENTS (I.E. DEMOLITION, SITE PREPARATION, LANDSCAPING, HABITAT IMPROVEMENTS, ETC.) WILL BE COMPLETED AS PART OF THIS PROJECT?** – Please describe what general site improvements will take place as part of the project. This includes any demolition, site preparation, landscaping, habitat improvements, utilities, or other site improvement activities.
- **Question 58, WHAT IS THE ANTICIPATED LIFE SPAN OF THE FACILITIES THAT WILL BE FUNDED AS PART OF THIS PROJECT?** – Please tell us what will be the anticipated life span of the facilities that will be funded as part of this project.
- **Question 59, PROVIDE A DETAILED PROJECT NARRATIVE** – In the narrative, project sponsors should answer the following questions.
  - **What is being constructed, rehabilitated/repaired and/or acquired?** Describe all aspects of the project that this grant will be funding. If the project is one phase of a larger project, indicate which phase and what will be accomplished during this phase.
  - **What is the anticipated timeframe of this project, from start to finish?** Is this project “shovel-ready,” where the planning stage is sufficiently advanced enough so that the project can begin as soon as funding is secured? Can the project realistically be completed within the required two-year timeframe?

**Questions 60-62: PROJECT NEED (UP TO 5 POINTS)** asks the sponsor to describe the need for this project. This section is the project sponsor's opportunity to demonstrate to the internal advisory committee the project's merit.

- **Question 60, PLEASE DESCRIBE BOTH THE SHORT AND LONG-TERM OUTDOOR RECREATION BENEFITS OF THIS PROJECT (include how the project is beneficial and who it benefits).** – Project sponsor's should answer the following questions.
  - **How is this project beneficial and what will it provide for users?** Explain why this project is being proposed and how it will benefit the public. Is there a targeted group that will be most benefited? Does it fill a need for an underserved segment of the population? Priority will be given to projects located where they will serve neighborhoods with significant populations of underserved groups that are lacking in recreation opportunities. These underserved groups include the elderly, minority populations, low-income households, and those with physical or mental challenges. Low-income households are those with incomes at or below the Department of Health and Human Services poverty guidelines. Minority populations include the following five minority groups: Black, Hispanic or Latino, Asian American, American Indian and Alaskan Native, and Native Hawaiian or Pacific Islander. Use the U.S. Census Bureau's American Fact Finder search tool (<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>) to determine if the project area contains higher than average concentrations of these populations when compared to the rest of the community or county in which the project is located. Additionally, the Census Bureau collects data on disability through the American Community Survey and the Survey of Income and Program Participation (<https://www.census.gov/sipp/>). Other data resources include the KIDSCOUNT Data Center, which provides information about sociodemographic indicators such as households qualifying for the free and reduced lunch program, etc. (<http://datacenter.kidscount.org/>); and the Center for Applied Research and Environmental Systems (CARES), which provides the ability to create customized interactive maps from a wide range of economic, demographic, physical and cultural data for Missouri (<https://cares.missouri.edu/>). Project sponsors must include available data/statistics about the local populations to be served by the park/recreation area. Refer to the Supporting Documentation Checklist on page 7.
  - **Will this project be meeting a need that is currently unmet in the community or will it be addressing a recreational deficiency?** If so, indicate how and describe whether the project will be improving the quality of outdoor recreation experiences within the community or region by creating a new park/outdoor recreational area or by significantly enhancing the quality of an existing park/outdoor recreation area by upgrading the infrastructure. Priority will be given to projects located in areas where existing park/outdoor recreation areas are not of a comparable caliber to park/recreation areas elsewhere in the community or region; or whose park/recreation areas are otherwise inadequate to serve community needs. Also indicate if no other like recreational facilities or activities exist within the community or jurisdiction, and describe how this project will be introducing a new facility or recreational activity. Describe if this project is unique in other ways, such as re-purposing a blighted area or reclaiming an area that was destroyed through a natural disaster; developing a non-traditional recreation area such as an outdoor or experiential education classroom; installing a play space made entirely of recycled or natural materials; etc. Priority will be given to projects that do not duplicate similar facilities within a close proximity or that include a unique aspect.

- **Question 61, INDICATE THE SERVICE AREA THIS PROJECT WILL ENCOMPASS**—choose the category that best describes the service area for this project, whether it will serve a single neighborhood or multiple neighborhoods, or will serve an entire community or multiple communities in a region. If the project will serve multiple neighborhoods or communities, indicate how.

**Questions 62-66: PROJECT PLANNING (UP TO 10 POINTS)** asks the sponsor to demonstrate that the project is a well-planned and feasible project.

- **Question 62, DESCRIBE HOW THIS PROJECT ALIGNS WITH A SCORP PRIORITY.**—The project sponsor should indicate if the project is fulfilling a need in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Missouri, which can be found at: [https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors\\_SCORP\\_Final.pdf](https://mostateparks.com/sites/mostateparks/files/2018-2022%20Show%20Me%20the%20Great%20Outdoors_SCORP_Final.pdf). The SCORP is a five-year planning document that identifies outdoor recreation issues of statewide significance and evaluates the supply of and demand for outdoor recreation resources and facilities in Missouri. The SCORP provides unified guidance to state and municipal agencies as they develop and expand outdoor recreation opportunities for their respective constituents and jurisdictions. Priority will be given to projects that provide opportunity for programs and activities identified in the SCORP, such as opportunities for bicycling, camping, walking, running/jogging, gardening, dog walking, wildlife viewing, fishing, family gathering and youth-related activities. Project proposals to develop facilities listed as priorities in the SCORP will also be given more weight. These include community gardens, trails, outdoor aquatic facilities, campgrounds, target shooting sites, ATV/ORV riding areas, outdoor basketball courts, and sidewalks or pathways that link neighborhoods to parks and green spaces.
- **Question 63, IS THE PROJECT IDENTIFIED IN A LOCAL, SCHOOL, REGIONAL, COUNTY AND/OR PARKS COMPREHENSIVE PLAN, MASTER PLAN OR SPECIAL STUDY? EXPLAIN HOW THIS PROJECT FITS AS PART OF ANY OTHER PROJECTS PLANNED FOR THE SAME SITE IN THE NEXT THREE YEARS.**—Project sponsors are strongly encouraged to develop project applications that meet high priority needs of the intended clientele. Project proposals addressing needs at regional or local levels will be given priority points. The project sponsor should indicate if the proposed project is included in a regional or local recreation master plan, capital improvement plan, or other land use management plan. If yes, provide the name of the plan, the governing body that adopted or approved the plan, and when the plan was approved or adopted. A copy of the relevant portion of the plan must be included with the application. Refer to the Supporting Documentation Checklist on pages 7-8. Project sponsors should also explain how the project fits into other projects planned for the site in the next three years.
- **Question 64, DESCRIBE THE PROCESS THAT LED TO THE DEVELOPMENT OF THIS PROPOSAL AND HOW THE PUBLIC WAS INVOLVED. DID YOU CONSULT WITH THE PUBLIC IN THE DEVELOPMENT OF THIS PROJECT?**—Project sponsors are strongly encouraged to involve the public when determining project need. Public involvement is a means of building support for the project as well as a method for identifying potential partners. The project sponsor should describe the public involvement that led to the selection of the project, such as public meetings, open houses, surveys, etc. Supporting documentation is required (refer to the Supporting Documentation Checklist on pages 7-8). The project sponsor should also summarize any feedback or commentary received from the public that shows support for or opposition to the project and indicates the likelihood of use.
- **Question 65, WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE FOR FUTURE GENERATIONS?**—This question is asking project sponsors to describe what steps they will take to avoid impacts to cultural, historical and archaeological resources; threatened or endangered species; wetlands or streams; water and air quality; floodplains; farmlands; lands protected under 6(f)(3); etc. Other factors to consider include landscaping with native species; preventing the spread of noxious or invasive species; minimizing impacts from hazardous waste sites; and sensitivity to environmental justice issues. Project sponsors should also include any design features they will incorporate that will increase sustainability of the project, such as features that provide erosion control and minimize stormwater runoff; or design elements that are unique such as use of recycled materials, developing within a smaller footprint (less concrete or asphalt), incorporating energy efficiency (such as use of timers or sensors), installing solar panels, use of gray water, collecting rainwater, etc.
- **Question 66, HOW ARE ACCESS REQUIREMENTS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) AND ARCHITECTURAL BARRIERS ACT (ABA) BEING ADDRESSED IN THIS PROJECT? DOES THE PROJECT EXCEED THE MINIMUM ADA REQUIREMENTS?**—Federal regulations regarding accessibility and outdoor recreation are promulgated under two separate statutes, the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). The ADA is a broad

federal civil rights law that prohibits discrimination based on disability. The law defines “disability” as “...a physical or mental impairment that substantially limits a major life activity.” The ADA has five main sections, or “titles.” Title II covers services and programs of state and local governments such as school districts, townships, cities, and counties. Title II reads in part, “No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity...” For more information about ADA, the U.S. Department of Justice (DOJ) has provided an online manual that helps explain what state and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner ([https://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.pdf](https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf)).

To provide guidance on how to comply with the ADA in the development of facilities, the Department of Justice has issued the 2010 ADA Standards for Accessible Design ([https://www.ada.gov/2010ADAstandards\\_index.htm](https://www.ada.gov/2010ADAstandards_index.htm)). These design standards are minimum accessibility standards for buildings and other structures. As of March 15, 2012, compliance with these regulations is required for any new construction and any alterations to existing facilities. The 2010 ADA Design Standards contain technical specifications for building and site elements common to parks and outdoor recreation areas, such as parking, accessible routes, ramps, drinking fountains, and restrooms. It also specifies how many accessibility features must be incorporated in each facility. Sponsors are required to provide accessible parking and accessible routes to connect users to any accessible recreation-related facilities that are subject to the 2010 ADA Design Standards. Additionally, design standards have been developed for specific recreation facilities, such as boating and fishing facilities, play areas and play surfaces, sports facilities, and swimming pools. The design standards can be accessed at <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides>. Project sponsors are required to comply with these design standards and are encouraged to consult with a design professional for assistance to ensure ADA compliance. Additionally, the New England ADA Center has developed a series of ADA checklists that may be useful. The checklists include design standards for parking, access routes, restrooms, fishing and boating facilities, swimming facilities, play areas, etc., and can be found at <http://www.adachecklist.org/checklist.html>.

Explain how access requirements under the ADA and ABA are being addressed in this project. If the project will exceed the minimum ADA requirements, such as incorporating elements that will make it universally accessible, please describe how and specifically list the elements that meet universal design. Universally designed recreation experiences have characteristics that make them easier to use by everyone, including people with a variety of abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community or outside the community, including those with disabilities, may enjoy the recreation opportunities provided. Facilities that are designed according to principles of universal design are designed to be usable by everyone, to the greatest extent possible, not just people with disabilities.

**Questions 67: PARTNERSHIPS (UP TO 2 POINTS)** asks the project sponsor to describe any partnerships and donations associated with the project.

- **Question 67, LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS.** – In the “Donor” column, list any individual partners or donors who intend to contribute to the project. In the corresponding “Contribution” column, indicate what each partner or donor intends to contribute, whether it is labor, cash, materials, land or equipment. Only include partners that are truly contributing to the project in some tangible way. If vendors are listed as partners, only include vendors who will be donating cash, materials, or equipment. Do not list vendors promising to provide discounts on materials. Discounts are not considered donations and, depending on the cost threshold of materials needed for the project, acquisition of materials may need to be done through the competitive bidding process in order to comply with state and federal purchasing requirements. Reference the Supporting Documentation Checklist on pages 7-8 for the supporting documentation required for donations.

**Questions 68-75: PROJECT BUDGET AND BUDGET DETAILS (UP TO 23 POINTS)** asks the project sponsor to provide information about the project budget, available funding, funding yet to be secured, and to include an itemized description of budget cost categories.

- **Question 68, WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING AND MANPOWER TO COMPLETE THE PROJECT WITHIN TWO YEARS** – Information in this question includes assurances that the sponsor’s agency has the ability to complete the project within the two-year timeframe, specifically that the sponsor has the upfront cash to begin the project and enough manpower to finish the project. The sponsor should reference supporting documents in their response, such as the financial assurance letter and letters from donors and/or partners. See Supporting Documentation Checklist on pages 7-8 of this guide.



- **Question 69, HOW WAS THE COST ESTIMATE DERIVED?** - Please explain how you arrived at the cost estimate for this project.
- **Question 70, WHAT ASSURANCES ARE THERE THAT THE COSTS LISTED ARE REASONABLE?** - Please provide assurances that the costs listed are reasonable.
- **Question 71, DESCRIBE ANY PROJECT ELEMENTS OR COSTS THAT WILL IMPROVE SITE RESILIENCY AND FACILITY LONGEVITY, IF ANY.** - Please describe any project elements or costs that will improve site resiliency and facility longevity, if any. For example, “we chose to install concrete sidewalks over compacted rock because it will reduce the cost of maintenance by \$X per year and has a lifespan of X years.”
- **Question 72, FOR EACH COST CATEGORY, FILL OUT THE BELOW BUDGET TABLE WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR**—in the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, project sponsors should use the “Other” categories and specify what the cost categories are, after determining if the costs are eligible.

Enter the costs for each category in the appropriate columns according to who will pay for that portion—either the grant, the project sponsor (matching funds), or a third-party donation (matching funds). Use whole dollar amounts and only enter numbers. Do not enter characters such as dollar signs, commas or decimals. The maximum grant amount that may be requested is \$500,000 and the minimum amount is \$25,000. The minimum amount a project sponsor is required to provide as match is 50% of the total project cost. The percent matching funds will automatically calculate by adding the applicant and donor funds to equal the total matching funds, and then by dividing the total matching funds by the total project cost. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$500,000. The project sponsor is requesting \$250,000 and is providing a 1:1 match. Of the matching funds, \$240,000 is being provided by the project sponsor and \$10,000 is being provided by a third-party donation.

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		APPLICANT	DONATION (by 3 <sup>rd</sup> party)	
1. Planning/Engineering/Environmental Review (≤ 10% of total project cost)	\$	\$ 35,000	\$	\$ 35,000
2. Land/Easement Acquisition	\$ 100,000	\$ 100,000	\$	\$ 200,000
3. Site Work	\$ 20,000	\$	\$	\$ 20,000
4. Demolition and Removal	\$	\$ 35,000	\$	\$ 35,000
5. Construction	\$ 130,000	\$ 60,000	\$	\$ 190,000
6. Equipment Use	\$	\$ 5,000	\$10,000	\$ 15,000
7. Signage	\$	\$5,000	\$	\$ 5,000
8. Other (Please specify) _____	\$	\$	\$	\$
9. Other (Please specify) _____	\$	\$	\$	\$
10. Other (Please specify) _____	\$	\$	\$	\$
<b>TOTALS</b>	\$ 250,000 (Not to exceed \$500,000)	\$ 240,000	\$ 10,000	\$ 500,000

- **Eligible Costs** include:
  - **Planning/Engineering/Environmental Review** costs, up to 10% of the total project cost. Since project sponsors are encouraged to begin planning their projects early, costs in this category incurred up to 18 months prior to project approval and notice to proceed may be used as a match by the project sponsor. Examples include development of design and/or construction documents; costs associated with the bidding process, such as a advertisement and development of bid packets; costs associated with hiring a consultant to conduct environmental reviews or costs associated with cultural evaluation such as archaeological surveys.
  - **Land/Easement Acquisition/Lease**. A LWCF grant can reimburse up to 50% of the cost (not to exceed the grant award) to acquire title or easement interest in real property. Purchase, acquisition or lease of land or right-of-way easements for LWCF projects must be from a willing seller or donor. Additionally, project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, also known as the “Uniform Act” ([http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr24\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr24_main_02.tpl)),

for both purchased and donated land. Requirements under this act include conducting an appraisal and an appraisal review, as well as notifying the landowner of their rights under the law. Project sponsors may request grant funding to acquire land or easements but cannot take ownership of the property until the National Park Service has approved the project and the Department of Natural Resources has issued a notice to proceed. Project sponsors may use the value of newly donated or newly purchased property as match if it was acquired up to 18 months prior to the grant award, was acquired specifically for the project and complies with the provisions in the Uniform Act. Consult with GMS staff before listing the value of newly acquired property as match. The value of land already owned or managed by an agency, such as land already established as a park, cannot be used as match. The value of land transferred from one governmental agency to another also cannot be used as match, unless it is purchased from that agency, subject to the following conditions:

- The land was not originally acquired by the other agency for recreation.
- No federal assistance was provided in the original acquisition.
- The selling agency is required by law to receive payment for land transferred to another public agency. Examples would be public school land that can be used for non-school purposes only through payment to the school agency.

Refer to the Supporting Documentation Checklist on pages 8-9 for the various documentation required to demonstrate ownership, access and/or intent to donate.

- **Site Work** costs include labor and materials to prepare the site for this project. The cost should include excavation, grading, burial of overhead wires and utilities, and landscaping. All electrical or communication lines must be installed underground. Existing lines must be buried, removed or relocated as necessary. Future lines must also be underground.
- **Demolition and Removal** costs are eligible for reimbursement. This should include the labor and materials costs to remove old equipment or facilities from the project site.
- **Construction** cost, materials, supplies and labor cost, are eligible for reimbursement and include all necessary construction activities to complete the project site. Labor costs that may be requested in the "Grant Request" column include contracted labor and consulting services. Salaries of existing staff are eligible for the project sponsor's match, as is volunteer labor. For contracted labor, DNR requirements stipulate that project sponsors comply with the Davis-Bacon Act, as amended, regarding the use of prevailing wages for construction contracts in excess of \$2,000 (<https://www.dol.gov/agencies/whd/government-contracts/construction>). Use of an agency's internal labor force should be valued at the current hourly rate of individual employees working on the project. A volunteer's donated time should be valued at hourly rates paid for similar work in the area, unless the person is professionally skilled in the work being performed on the project. When this is the case, the wage rate this individual is normally paid for performing this service may be used. Materials for new construction or for renovation of recreation facilities include, but are not limited to, picnic areas, camping facilities, sports and play fields, outdoor playcourts, swimming or aquatic facilities, boating or fishing facilities, trails, winter sports facilities, outdoor ice rinks, natural areas, passive parks and amphitheaters. Examples of eligible materials costs associated with these types of facilities include playground equipment and play surface materials; asphalt, concrete or gravel for parking lots and entrance roads; materials for sports fields, such as goalposts, backstops, etc.; materials for walking/running tracks; materials for bridges, boardwalks, etc; materials for buildings such as picnic shelters and campgrounds; lighting; landscaping; benches; water fountains; etc. Donated materials should be valued at their fair market value and are only eligible for the project sponsor's match. Materials for new construction or renovation of eligible support facilities which include, but are not limited to, walkways, site improvements/landscaping, utilities, roads, parking, lighting, restrooms, concession and maintenance buildings.
- **Use/operation of equipment** for project construction. Use the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates to determine the cost of operating various pieces of mechanized equipment (<https://www.fema.gov/schedule-equipment-rates>). Labor costs for equipment operators using the equipment are not included in the rates and should be entered in the "Labor" cost category.
- **Signage**, including LWCF acknowledgement, way-finding, interpretive, etiquette/rules, and traffic control signs.
- **Ineligible Costs** include:
  - **Routine maintenance**, which includes work that should be conducted on a frequent basis in order to keep a park or recreation area in its originally constructed state.
  - **Overhead costs** that include regular operating expenses, such as equipment usage for routine maintenance, building rent and upkeep, utilities, insurance and fixed costs associated with a business, agency or group.
  - **Indirect costs**, which typically represent the regular expenses of doing business. Only costs that are directly related to the project are eligible.

- **Budget contingencies** included as budget line items.
  - **Ceremonial or entertainment expenses** or any other costs associated with opening or ribbon-cutting ceremonies.
  - **Publicity or promotional costs**, such as brochures or other print materials, website development, etc.
  - **Appraisals** or other incidental costs related to land acquisition, even if the acquisition is a project cost.
  - **Equipment purchase**, such as hammers, ladders or lawn mowers.
  - **Payments to one vendor in excess of \$25,000**, if the vendor was not selected through a formal bid process as per state and federal requirements.
- **Question 73, WHAT PERCENTAGE OF THE SPONSOR'S MATCH IS SECURED (I.E., CASH IN-HAND)** – this question asks the sponsor to identify what percentage of the project match is immediately available to start the project. These funds may include in-house (force account) labor and use of in-house equipment, in addition to funds deposited into a bank account (either sponsor funds or donated funds). If the sponsor has received donation pledges for a portion of the match but has not yet received those funds, indicate what percentage is yet to be secured. If a portion of the match is reliant upon upcoming fundraising efforts, describe those efforts and explain any alternate plans for providing the required match if future fundraising efforts are unsuccessful.
- **Question 74, ARE ANY ELIGIBLE PRE-AWARD COSTS INCLUDED AS PART OF THE GRANT REQUEST?** – Indicate yes or no if any pre-award costs are included as part of the project. If yes, indicate the date from when those costs started being incurred, the funding/cost categories, the total amount of the pre-award costs anticipated to be incurred before the grant start date, and whether they are included for match purposes or for reimbursement. Please remember that these costs can only be incurred up to 18 months prior to the date of project approval. Please make sure these costs are included in the budget narrative in question 75.
- **Question 75, PROVIDE DETAILED INFORMATION ABOUT BUDGET ITEMS WITHIN EACH COST CATEGORY** – in the space provided on the application, project sponsors should list detailed cost estimates for each of the cost categories included in the budget table. For instance, provide a materials list that includes units and price per unit. A detailed cost breakdown of labor should be included as well. See below example. The total of the itemized cost breakdowns should match the totals for each category on the budget table.

Planning/Engineering/Environmental (total costs \$x.00)

Archaeological Services	Survey Report	\$x.00
Engineer	Plans and Specifications	\$x.00

Land/Easement Acquisition (total costs \$x.00)

Land	total acres at \$/acre	= \$x.00
------	------------------------	----------

Demolition (total costs \$x.00)

Labor:

2 equipment operators at \$/hour by # of hours	= \$x.00
--	----------

Equipment Usage (total costs \$x.00)

Use of bulldozer at \$/hour by X of hours	= \$x.00
---	----------

Construction (total costs \$x.00)

Materials:

Cement	total square feet at \$/ton	= \$x.00
Rebar	total feet at \$/linear ft.	= \$x.00
Lumber for shelter	total square feet at \$/sq. ft.	= \$x.00
Bollards	total # by \$/per bollard	= \$x.00
Signage	total # by \$/per sign	= \$x.00
Playground equipment	package price + freight	= \$x.00

Labor

2 equipment operators at \$/hour by # of hours	= \$x.00
--	----------



**Questions 76-85: Environmental Resources Survey (Up to 10 Points):** The tables provided in this section serve as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact on those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The environmental resources survey should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

- **Question 76, TABLE 1** – For each resource indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact. If this project will have “no effect” on the resource, mark as positive. If the resource is not located within the project area (example: Water: Coastal Barrier Resource or Coastal Zones), leave it blank; do not mark it. The reports and maps used to determine the impact to the resources should be included in the supporting documents. The following are websites you can use to complete the Environmental review. To identify potential wetlands is the Wetland Mapper, provided through the National Wetlands Inventory (<https://www.fws.gov/wetlands/Data/Mapper.html>). To assist you with determining the potential for hazardous substance at or adjacent to your project site, DNR has provided Missouri E-START, an online map of hazardous waste and petroleum storage sites ([https://apps5.mo.gov/ESTARTMAP/map/init\\_map.action](https://apps5.mo.gov/ESTARTMAP/map/init_map.action)). To determine if your project site will be converting prime or unique farmland, use the NRCS’ Web Soil Survey (<https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>). The U.S. Census Bureau’s American Fact Finder search tool (<https://data.census.gov/cedsci/>) can help determine if your project area contains populations that meet the low-income or minority population standards.
  - + indicates positive impacts are anticipated to result from the action
  - indicates negative impacts are anticipated to result from the action
  - ? indicates further information is needed to determine the potential impact
- **Question 77, TABLE 2** - This is a list of mandatory impact criteria that preclude the use of a categorical exclusion. If you answer “yes” or “?” for any of the mandatory criteria, you must develop an Environmental Assessment (EA) or Environmental Impact Statement (EIS) regardless of your answers in table 1.
- **Question 78, HAVE THERE BEEN ANY PREVIOUS NEPA DOCUMENTS THAT ARE RELEVANT TO THIS PROJECT OR THIS SPECIFIC SITE?** – Indicate yes or no if there have been any prior environmental reviews completed on this specific project or this site pursuant to the National Environmental Policy Act. If yes, please include a copy of the summarized findings and include page number references to where the findings are located in the document.
- **Question 79, EXPLAIN ANY NEGATIVE OR UNKNOWN IMPACTS IDENTIFIED IN QUESTION 84 (TABLE 1) OF THE ENVIRONMENTAL RESOURCES SURVEY, OR ANY BOXES MARKED AS “YES” IN QUESTION 85 (TABLE 2).** Please provide an explanation for any negative or unknown impacts identified in table 1 of the Environmental Resources Survey, or any boxes marked as “yes” in table 2.
- **Question 80, HOW WAS THE INFORMATION IDENTIFIED IN THE TABLES DERIVED AND WHAT SOURCES OF DATA WERE USED TO JUSTIFY THE IMPACT SELECTION?** – Explain how you arrived at your answers to the questions. List the websites and reports you used to derive your answers. If you have supporting documentation, like maps, please attach those to the application.
- **Question 81, WHO CONTRIBUTED TO FILLING OUT THE ENVIRONMENTAL RESOURCES SURVEY?** – Please provide the name, title, and agency for all individuals who contributing to filling out the environmental resources survey. What qualifications do they have that provide the necessary resource expertise to determine impact significance?
- **Question 82, LIST ALL REQUIRED FEDERAL, STATE, AND LOCAL PERMITS/APPROVALS NEEDED FOR THE PROPOSAL AND EXPLAIN THEIR PURPOSE AND STATUS.** - Please provide a list of all federal, state, and local permits/approvals needed for the proposal and explain their purpose and status. For example, is a land disturbance permit required? If yes, you would indicate that “a land disturbance permit is required for this project because we are disturbing more than 1 acre of land. The permit will be acquired upon approval of the project.”

- **Question 83, SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT REQUIRES CONSULTATION WITH THE MISSOURI STATE HISTORIC PRESERVATION OFFICE (SHPO). ARE HISTORIC PROPERTIES PRESENT IN THE PROJECT AREA AS DETERMINED THROUGH SHPO CONSULTATION?** –Section 106 of National Historic Preservation Act (NHPA) requires federal agencies to consider the effects on historic properties present in projects they carry out, approve or fund. The State Historic Preservation Office (SHPO) is the agency authorized for ensuring Section 106 compliance. To initiate a Section 106 Review, submit a Section 106 Project Information Form to SHPO. Instructions for completing and submitting the form are found at <https://mostateparks.com/page/84261/section-106-review>. The form is a fillable PDF requiring Adobe Acrobat Reader, available as a free download from <https://get.adobe.com/reader/>. You will also be required to submit topographic maps of the site, project plans and photos of any existing structures. If the information you provided is sufficient to make a determination, SHPO will send you a Cultural Resource Assessment that will indicate that no historic properties will be affected. Include a copy of the Cultural Resource Assessment along with your 106 submission documents.

If the information you submitted is not sufficient to make a determination, SHPO will send you a letter requesting additional information or may require that a professional archaeologist or architectural historian conduct a cultural or archaeology survey. Coordinate with SHPO on the requirements of the survey and completing a Section 106 Survey Memo Form. Once the survey has been completed and reviewed by SHPO, indicate the determination results from the survey and attach the concurrence letter from SHPO and a copy of the survey. If your project has an adverse effect determination, further consultation between SHPO, your organization, the Grants Management Section staff with Missouri State Parks and the NPS is required. A Memorandum of Agreement (MOA) between your organization, the NPS, GMS, and SHPO may be required, outlining avoidance measures. If funded, the MOA will be negotiated by the National Park Service. If through consultation, you have made commitments required by SHPO for avoiding, minimizing or mitigating resource effects on historic properties, explain those here.

- **Question 84, HAVE THERE BEEN ANY PREVIOUS CULTURAL AND/OR HISTORIC RESOURCE SURVEYS COMPLETED THAT INCLUDED THIS SITE WITHIN THE AREA OF POTENTIAL EFFECTS?** – Indicate yes or no if there have been any previous cultural and/or historic resource surveys completed that included this site within the area of potential effects. If **no**, describe any construction planned as a result of the project that will extend beyond the pre-existing disturbance area (including the surface area depth). If yes, attach a copy of the survey, summarize findings, and include page number references below.
- **Question 85, THE ENDANGERED SPECIES ACT REQUIRES PROJECT SPONSORS TO CONSIDER HOW THEIR PROJECT COULD ADVERSELY AFFECT THREATENED AND ENDANGERED SPECIES.** – The Endangered Species Act (ESA) requires that federal agencies, in consultation with the U.S. Fish and Wildlife Service (USFWS), ensure that any actions they fund, authorize, or carry out will not jeopardize the continued existence of federally-listed threatened or endangered (T&E) species or destroy or adversely modify designated habitat critical to those species. For the ESA, the following effect determinations are made: “No Effect,” “May Affect, Not Likely to Adversely Affect,” and “May Affect, Likely to Adversely Affect.” To evaluate the project’s impact to federally listed T&E species or their habitat, use the USFWS’s Information for Planning and Conservation (IPaC) search tool to request an official species list of T&E species and the presence of critical habitat that should be considered when evaluating the potential impacts of your project. The IPaC search tool can be found at <https://ecos.fws.gov/ipac/>, and will require you to enter information about your project and delineate your project’s boundaries on an online map. You will need to request an Official Species List, which will be generated automatically and emailed to you. Attach a copy of the official species list to the application.

In addition to determining your project’s impact on federally listed T&E species, you must also determine its impact on state-listed endangered species or species and habitats of conservation concern by entering your information into the Missouri Natural Heritage Review Website (<https://naturalheritagereview.mdc.mo.gov/>). You will need to follow the website’s instructions for creating a user login and password, and for entering your project information and project boundary. The Missouri Department of Conservation (MDC) will email you a Natural Heritage Review Report, which must also be attached the application.

After a review of the species and habitats listed on the Official Species List and Natural Heritage Report that have potential to be located your project area, you must conduct an evaluation to determine if your project may affect those species or their habitats. You must indicate in the space provided whether impacts are anticipated and you must summarize your project impacts, for each species listed.

**SUPPORTING DOCUMENTATION CHECKLIST** – the checklist is provided on the application as an aid to project sponsors and should be completed before submitting the application packet. For a detailed summary of each required item, see pages 7-8 of this guide.

**CERTIFICATION OF RESPONSIBLE PERSON** – a responsible official of the sponsor’s agency must sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, parks and recreation department directors, chief financial officers, etc. The responsible official does not need to be the contact person listed on the application but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official cannot be an independent grant writer who is not affiliated with the agency. An incomplete or inaccurate application packet will be ineligible for scoring.

## **APPENDIX C. GRANT ROUND EMAIL NOTIFICATION EXAMPLE**

The Missouri Department of Natural Resources, Division of State Parks, is pleased to announce that the 2022 grant rounds for the Land & Water Conservation Fund (LWCF) is now open. LWCF grants are available to cities, counties and public school districts to be used for outdoor recreation projects. For more information about this program, to download the grant application, and to register for a grant application workshop, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>. For questions, contact grants management staff at [msspgrants@dnr.mo.gov](mailto:msspgrants@dnr.mo.gov). Deadline to apply is February 16, 2022.

**APPENDIX D. LWCF GRANT APPLICATION SCORING MATRIX**

Land and Water Conservation Fund FY 2021 Grant Application Score Sheet		
Sponsor:		Application Number:
Project Title:		
Project Scope:		
Amount Requested:		Application Rank:
County:		
GMS Comments:		
Review Committee Scoring Section:		Points
Project Sponsor's Background & Prior Performance (#9-11)	Up to 10 points	
Project Location & LWCF Boundary Information (#12-28)	Up to 10 points	
Property Management & Stewardship (#29-34)	Up to 10 points	
Real Property Acquisition, Project Development, & Scope of Work (#35-59)	Up to 20 points	
Project Need (#60-61)	Up to 5 points	
Project Planning (#62-66)	Up to 10 points	
Partnerships (#67)	Up to 2 points	
Project Budget & Budget Details (#68-75)	Up to 23 points	
Environmental Resource Survey (#76-85)	Up to 10 points	
Total Score	100 Points	0
Please provide feedback in the following areas for this application:		
Application Strengths		
Application Weaknesses		
Recommendations for Improvements		